



ILLINOIS INSTITUTE OF TECHNOLOGY

Center for Law
and
Computers

**TECHNOLOGY
GUIDE**

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CHICAGO-KENT TECHNOLOGY TOOLS

The Chicago-Kent local area network links all computers in the building together and allows users in more places to use the substantial computer resources Chicago-Kent offers. The network also allows for the sharing of hardware resources, such as high-speed laser printers and communications resources. You can exchange electronic mail with other students, faculty and people across the world via the Internet. You can also access KENTNET through any of the more than 1900 active network ports throughout the building (1,027 in classrooms and 900 in the library) with the appropriate computer network adapter and software. Chicago-Kent also has a wireless infrastructure which provides complete connectivity and access to all law school network resources (e.g. e-mail, printing, and home directory) in the following areas of the building: concourse, 1st floor, 2nd floor, 3rd floor classroom 305 and 345, 5th floor classrooms 570, 580, 581, 583, student lounge, and the Library floors 6-10.

I. COMPUTING AND NETWORKING

A. KENTNET ACCOUNTS

All JD, LLM and MPA students at the law school have access to the KENTNET file server. You may use any workstation in the library or the public areas of the school where you see the Login screen. At the Login screen is a dialog box with three fields: User Name, Password and Domain. The Domain for Chicago-Kent is Kentlaw.

USER NAMES AND PASSWORDS

Your User Name is the first character of your first name and all the characters of your last name without any spaces between the two. Capitalization is unimportant.

If you have a hyphenated last name, do not include the hyphen or any part of the second name. Do not include Jr., II, III or any other name additions to your User Name. If you have any questions about your User Name, contact the CLC Help Desk at (312) 906-5300 or e-mail helpdesk@kentlaw.edu. The names and telephone numbers of our staff are at the back of this guide.

In some cases, there are duplicate combinations of first and last names. In this situation, a number is added to the end of the User Name.

In addition to, a User Name, you have a password. When you first log into KENTNET, the last six digits of your CWID is your password.

Because your password is the key to your account, change your password to something that only you know. See the KENTNET Password Guidelines on the next page for tips on selecting a password. You should have a password that is not easy to guess, and you should not write your password down where others might see it.

To change your password, please refer to the "Change Password" link within webmail. <http://webmail.kentlaw.edu>.

- Sign in to webmail.
- Click on the **"Options"** tab.
- Click on the **"Change Password"** link.

You will be prompted for your:

DOMAIN	Enter kentlaw
ACCOUNT	Enter Chicago-Kent Username
OLD PASSWORD	Enter Old Password
NEW PASSWORD	Enter New Password
CONFIRM NEW PASSWORD	Re-Enter your New Password.

Once you have filled out the required fields then click on OK. The first time you type your new password, the network establishes it, and the second time the network verifies it. Nothing will appear on the screen when you enter any of these passwords.

KENTNET PASSWORD GUIDELINES

Your password:

- Must be at least six characters long and no longer than fifteen characters.
- Should not be a word in the dictionary, a foreign word, or the name of a spouse, friend or pet but can be any combination of letters or numbers; the network makes no distinction between uppercase and lowercase letters.
- May not contain spaces or non-alphanumeric characters.
- Should never be written down or shared with anyone.
- Will not be kept on record by the CLC, so make sure you remember it.
- If you are unable to access the network, call ext. 6-5300 (inside the building) or 312-906-5300 (outside the building), or stop by the CLC Room 540.

NOTE: We do not share passwords over the phone. If you do not recall your password or have been locked out of your account and need the password to be reset, please bring a picture I.D and one of the staff members in room 540 will reset the password for you.

B. HOME DIRECTORY ACCESS AND USAGE

HOME DIRECTORY ACCESS: To save documents to the home drive (storage space on the network) you will have to log on to the Chicago Kent network. To save documents to your home directory do as follows:

Click on save from the tool bar or **File → Save**. This will open the save dialog box. Drop down the menu from the **Save in** box and browse to your directory, which would be under username\$ on kentnet2 (H). Example: jstudent\$ on kentnet2(H)

You can also open a file from your home directory in the similar manner.

You can open your home directory by clicking on my computer and then double click on the drive with your username. (Username\$ on kentnet2 (H))

HOME DIRECTORY USAGE: The Center for Law and Computers provides access to the Network for Chicago-Kent students in support of the educational mission of the university. With viruses coming out everyday and attacking systems on a larger basis we recommend that you store data/information pertaining to school work on the network, in the event your laptop crashes for some reason and data cannot be recovered off your local hard drive you will not lose your important work.

The network storage space allocated to each individual student should not be used for personal storage. Non-educational types of materials (i.e., MP3, .wav, .mov, .avi) are strictly forbidden. However we understand that there are occasions when storing these types of files on the network for educational use is legitimate.

When large music, image, video, or other types of non-educational related material are stored on the network it increases the time it takes for system backups and virus scanning; the large downloads also consume unnecessary bandwidth. **Please be considerate of your colleagues and do not store such material in the storage area provided.** If such files are located on the network, the Center for Law and Computers will send a notice to remove such files and if the violation still occurs then the Center for Law and Computers is authorized by the administration to permanently remove them.

C. HARDWARE AND SOFTWARE SUPPORT

The Center for Law and Computers provides both hardware and software support to all Chicago-Kent users.

Our basic services include:

- Support of all software used by the academic organization.
- Installing virus protection software and assisting with the removal of viruses if the computer is infected.
- Troubleshoot software and hardware related issues.
- Re-installing the operating system. In order to do so we will require all recovery disks as well as the driver disks that was originally shipped with the computer. Software disks are necessary to reload the software applications. **Please keep all these disks in a safe place.**
- Perform Network configurations.

Hardware support is provided based on the level of difficulty. If we cannot resolve the issue, the call may be escalated to the manufacturer and it will then be the student's responsibility.

Please stop by the Help Desk in room 540 or call (312) 906-5300 if you have any questions or are experiencing any difficulties with your computer and we will be glad to assist you.

D. WINDOWS XP AND WINDOWS VISTA USERS

It is important that all XP Professional and Windows Vista (Ultimate or Business) users to perform updates on a regular basis. This can be done by going to Internet Explorer and Clicking **Tools → Windows Update**. On the left bar click **Critical updates → Review and Install**.

If you have questions on how to perform the updates or which one to perform, please stop by the Help Desk in room 540 or call (312) 906-5300 and we will be glad to assist you.

E. E-MAIL

When you logon at any Chicago-Kent computer, the system will bring you to a main screen that will display the icons for the programs available. From this main screen you may launch E-mail. To launch E-mail double click on the Outlook icon.

Electronic mail (E-mail) is the main avenue for one-on-one communication at the law school. With E-mail, students can ask questions of professors anytime and usually get answers back much more quickly than they would by waiting for an appointment. Many law professors use E-mail to communicate with groups of professors and practitioners interested in their field of study. With Chicago-Kent's E-mail system, you can send messages to anyone over the Internet. The E-mail software package for Chicago-Kent is Outlook 2002, 2003, and 2007. For additional instructions on how to use Outlook 2002, Outlook 2003, and Outlook 2007 please refer Section II, Tutorials.

E-MAIL MESSAGES AND ATTACHMENTS

The CLC would like to remind all users of the Chicago-Kent network of some basic e-mail usage guidelines to help protect you from viruses and other forms of Internet attacks.

The CLC makes every effort to stop virus infected e-mail attachments from entering our e-mail system. However, it is still a good idea to never open any e-mail attachments you are either not expecting or are uncertain of the sender. Should you receive suspicious e-mail messages or attachments, please contact the Help Desk for assistance.

ALERTS, FIXES, AND WARNING MESSAGES

It is important to keep in mind that Microsoft, McAfee, Network Associates, Symantec, and all other major software vendors **never** send updates to their users via e-mail. These companies may send informational alert messages but they never send any actual files via e-mail. This is important to remember because some viruses spread themselves by claiming to be fixes for other specific problems.

Additionally, it is also a good idea to keep in mind that you should generally not follow links to Web sites that claim to offer fixes for your computer or software to enhance its performance. These links are almost always advertisements (spam) that will attempt to sell you a piece of software you likely do not need. It is even possible that these links may lead to a malicious web site that will try to break into your computer.

Updates to Microsoft Windows, Microsoft Office, and Internet Explorer should only be obtained from the internal Chicago-Kent network or these web sites:

<http://windowsupdate.microsoft.com/>

<http://office.microsoft.com/officeupdate/>

Updates to McAfee Virus Scan antivirus software should only be obtained from the internal Chicago-Kent network or these web sites:

<http://www.mcafeeb2b.com/>

<http://www.mcafee.com/>

As always, feel free to call or stop by the CLC Help Desk if you have any questions or concerns.

F. ANNOUNCEMENTS

The online newsletter, ***THE RECORD***, contains the latest information of interest to the entire law school community and policy and procedure information applicable to the student body. ***THE RECORD*** page may be viewed by going to Internet Explorer or any other Web browser and entering the URL: <http://www.kentlaw.edu/record/>.

The Computer Center ***RECORD*** page contains updated information about Virus Scanning, Printing, Exams on computer, Software and Hardware issues, Network and Computer Center down time notices. It is imperative to look at this page at least once a week as it contains all important messages related to Computer Center activity. It is your responsibility as a student of the IIT downtown campus to make sure you are on top of current news and events related to your education. The purpose of the RECORD is to keep you informed so we cannot stress enough the importance of reading its content weekly.

G. IIT COMPUTER USE POLICY

The Chicago-Kent Center for Law and Computers shares the IIT Computer use Policy as stated below:

The IIT computer networks consist of campus-wide network, local area networks, and time-shared computers, as well as personal computers. Computing and Network Services (CNS) provides access to the network for IIT students, faculty, and staff in support of the educational mission of the university. IIT does not monitor or review material prior to transmission on university-owned networks.

RIGHTS: Members of the IIT community can expect certain rights as they use the network and its services.

PRIVACY: All members of the community have the right to privacy in their electronic mail. However, electronic communications are by no means secure, and users must recognize that during the course of ordinary management of computing and network services, network administrators may view user files. In addition, if a user is suspected of violations of the responsibilities stated in this policy, or of violating other university policies, or of criminal activity, that user's right to privacy may be superseded by IIT's desire to protect members of the IIT community and its commitment to maintain the network's integrity and the rights of all network users. Should the security of a system be threatened, user files may be examined under the direction of the CNS staff, or other authorized personnel.

SAFETY: While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications should bring them to the attention of CNS, the appropriate network administrator, or the Office of Student Affairs. Users must be aware, however, that there are many services on the Internet that might be considered offensive to groups of users, and therefore, network users must take the responsibility for their own navigation of the network.

STANDARDS: Opinions expressed on the network may not be represented as the views of IIT. Student users of the network are subject to the IIT Code of Conduct set forth in the student handbook, as well as the policies on sexual harassment, unlawful discrimination, academic honesty, and other applicable policies. IIT faculty and staff users are subject to all IIT policies, including those prohibiting unlawful discrimination and harassment, and other disciplinary procedures as set forth in the IIT Procedures Manual. All users are subject to applicable state and federal laws.

RESPONSIBILITIES: There are also responsibilities that must be met as part of the privilege of network access. Network users are expected to live up to these responsibilities. A user who knowingly violates a network responsibility may have his/her network access suspended. It is the responsibility of the user to inquire about the appropriateness of an action or use prior to execution.

A network user is responsible for the use of his/her account, and a) may not give anyone else access to that account, b) may not use an IIT computer account that was not assigned to him/her, c) may not try in any way to obtain the password for another user's computer account, and d) may not attempt to disguise the identity of the account or machine he/she is using or represent him/herself to be another user.

Network users are responsible for the security of their passwords. This includes changing one's password on a regular basis and making sure no one else knows it.

Network users must not use IIT's network resources to gain or attempt to gain unauthorized access to remote computers. Network users must not deliberately perform an act, which will disrupt the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.

Network users must not run or install on any of IIT's computer systems, or give to another, a program that is intended to or likely to result in the eventual damage of a file or computer system and/or reproduction of itself. This includes, but is not limited to, the classes of programs known as computer viruses, bots, Trojan horses, and worms. Network users must not attempt to circumvent data protection schemes or exploit security loopholes.

Network users must abide by the terms of all software licensing agreements and copyright laws, and may not make copies of or make available on the network copyrighted material, unless permitted by a license.

Network users must not perform acts which are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic. Printing excessive copies of any documents including resumes, theses, and dissertations is also prohibited.

Network users must not attempt to monitor another user's data communications, nor read, copy, change, or delete another user's files or software without permission of the user.

CNS resources are provided to support the educational mission of IIT. These resources may not be used for commercial purposes.

CNS and other appropriate IIT authorities should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.

When violations are reported, network administrators may suspend network privileges pending investigation. Account holders will be notified as soon as reasonably possible. Upon investigation of the alleged violation, the network administrator may reinstate network privileges or, if the violation involves an IIT student, may refer the matter to the Office of Student Affairs. The Office of Student affairs may investigate the alleged violation and determine the sanction, or may refer the matter to the Campus Judicial Board for adjudication. If a member of the staff or faculty commits the alleged violation, then the offense will be treated as misconduct under the appropriate section of the IIT Procedures Manual or Faculty Handbook.

Violators of this policy may be denied access to the IIT computer network, in addition to other applicable disciplinary procedures.

H. THE COMPUTER LABS

INTRODUCTION

There are three computer labs in the school: one on the ninth floor and two on the seventh floor inside the library. All of the labs feature Pentium 4 machines running Windows XP Professional. In addition, there are E-mail stations located throughout the building.

You may use any computer in any area of the building. From time to time, the law school schedules classes or exams in the labs. At those times, a sign will be posted on the door of the lab. If you have any problems getting onto KENTNET from any computer, call the CLC at extension 6-5300 from any black house phone. House phones are located between the public telephones on every floor.

LAB 900 is on the ninth floor of the library at the west end of the building and has 12 computers. Turn left when you enter the library through the ninth floor entrance. The printer for the ninth floor lab is in Room 986.

LAB 700 is the large, glass-walled room on the seventh floor of the library, is the largest lab, with 30 Pentium 4 computers. This lab is sometimes used for larger research classes and it is always used for exams. LEXIS-NEXIS and WESTLAW representatives conduct office hours in Lab 700. They can help you with online research questions. The printer for the lab 700 is located in the front of the room.

LAB 760 is also on the seventh floor of the library and equipped with 20 Pentium 4 computers. It is often used for research classes. The printer for the lab 760 is located in the front of the room.

NOTE: Downloading applications or executable files to the Chicago-Kent network or computer workstations are strictly prohibited. **Please DO NOT** add programs to common area e-mail stations or lab computers.

WESTLAW AND LEXIS-NEXIS PRINTERS IN THE LAB: The CLC **DOES NOT** maintain Westlaw or Lexis-Nexis printers. The Center for Law and Computers maintains one network printer per lab and the padlock located at the front of each printer can identify them. If there is a problem with either the Lexis-Nexis or Westlaw printers, students must contact the student representative or use the contact phones in each lab to alert the appropriate service person.

STANDARD DESKTOP CONFIGURATION/SOFTWARE ON LAB COMPUTERS:

Software specification:
Windows XP Professional
Microsoft Office 2003 Suite
Microsoft Outlook Microsoft Word Microsoft Excel Microsoft Powerpoint Microsoft Access
Dreamweaver
Real Player
Network Printers
Internet Explorer 7.0
Corel WordPerfect 10.0
Adobe Reader 9.0
Ws_ftp
McAfee VirusScan
SofTest
Foxit Reader

SECURITY AND PROPER SHUTDOWN OF LAB COMPUTERS

In order to secure your login name and password, it is important to log out completely so that the next individual who sits at that lab computer is prompted at the login screen to enter their own login name and password. To shutdown properly, prior to leaving any of the computer labs, logout and close all programs utilized, click START (located on tool bar in the bottom left corner of the screen) SHUTDOWN then RESTART.

NETWORK ACCESS IN THE LIBRARY

More than 900 network ports around the law library at study carrels and under tables let you plug notebook computers into the network to access all of the law school's computing resources. This requires an Ethernet PCMCIA network adaptor (10/100 models such as Linksys, 3com, Xircom) so you can connect your notebook computer to the network in the classroom or in the library. The Library is also wireless so that you can have access to all of the law school's network resources (e.g. e-mail, printing, and home directory). For more information on notebook connectivity, contact Help Desk (helpdesk@kentlaw.edu or ext. 6-5300)

CLASSROOMS, CONFERENCES ROOMS & DOWNTOWN CAMPUS LIBRARY

One of the building's most innovative features is its integrated network. Connection to the network for students is available through desktop computers in computer labs and throughout the library. In addition, data ports in carrels, conference rooms, and under study tables mean that the network is not physically confined to a "lab" or an "area." Most of the 21 classrooms in the law school are network-ready, with power and network connections at every student seat. Every classroom, conference room, and office in the building has at least one active network connection in the front of the room, where you can connect a laptop computer. Chicago-Kent also has a wireless infrastructure which provides complete connectivity and access to all law school network resources (e.g. e-mail, printing, and home directory) in the following areas of the building: concourse, 1st floor, 2nd floor, 3rd floor classroom 305 and 345, 5th floor classrooms 570, 580, 581, 583, student lounge, and the Library floors 6-10. If you have questions about portable computing, including questions about use of notebook computers in class, contact the Help Desk (helpdesk@kentlaw.edu or 6-5300).

CONNECTING TO THE NETWORK WHEN IN THE BUILDING

To connect your notebook computer to KENTNET, you will need an Ethernet PCMCIA card for your notebook, also known as a network adapter (models such as Linksys, 3com, Xircom - they should be 10/100 compatible). Most notebooks today are integrated with the Ethernet connection. You can also connect through the Chicago-Kent wireless network if you are a member of the domain. Please see section O: Chicago-Kent Wireless Access.

I. COMPUTER CONFIGURATIONS

Computer Specifications

Chicago-Kent College of Law has undertaken as its ongoing mission an effort to integrate technology with a law school education. This mission is twofold: 1) using technology in the three to four years of law school itself to help learn legal concepts and complete school projects; and 2) familiarizing students with the technology that they will be faced with in the practice of law in the 21st century. For these reasons, Chicago-Kent requires all law students to own a computer to complete their law school education.

Your life as a law school student is much easier when you have ready access to information using your own computer. You will be expected to check your email account daily since this is the main method of communication throughout the law school community. More and more professors are making their class materials available to their classes over the Internet and expect students to refer to them online. You will complete much of your legal research via computer using the online legal databases, LexisNexis and Westlaw, both from the school and at home.

These are guidelines of what you should consider if you are purchasing a new computer.

Minimum Required Computer Specifications:

Pentium IV or Pentium M processor
Available PC Card/Card Bus Slot: network card (notebook only)
2 GB RAM
80GB or larger Hard Drive
CD-ROM Drive
10/100 Ethernet Card or Integrated Ethernet connection (notebook only)
802.11b or 80211g Wireless Network Adapter (802.11n pending)
Windows XP Professional *Note: Windows XP Home Edition will <u>not</u> work with our network and is <u>not</u> supported.
Sound Card to support playback of media files & streaming media
15" or 17" monitor

Recommended Computer Specifications:

Core2 Duo or Core2 Quad processor
Card Bus or Express Card Slot: network card (notebook only)
4 GB RAM
160GB or larger Hard Drive
CD-ROM or DVD-ROM Drive (DVD required for Windows Vista)
10/100 Ethernet Card or Integrated Ethernet connection (notebook only)
802.11b or 802.11g Wireless Network Adapter (802.11n pending)
Windows XP Professional, Windows Vista Ultimate or Windows Vista Business <i>*Note: Windows XP Home Edition and Windows Vista Home Editions will <u>not</u> work with our network and is <u>not</u> supported.</i>
Sound Card to support playback of media files & streaming media
17" or 19" monitor (desktop only)
14" or greater display (notebook only)

If you have a computer that nearly meets the minimum requirements and is extremely costly to upgrade, please call the Center for Law and Computers at (312) 906-5300 or email us at helpdesk@kentlaw.edu, so that we can assist you in determining the best solution for both your short and long-term needs.

About Microsoft operating systems

Do not purchase Windows XP Home Edition, Windows XP Media Center Edition, or either of the Windows Vista Home Editions. They will not allow you to connect to Chicago-Kent's network resources. Only **Windows XP Professional, Windows Vista Ultimate, or Windows Vista Business** are fully supported.

J. VIRUS PROTECTION


As always, it is a good idea to update the virus protection software on your personal computer periodically to catch any new viruses lurking out there in cyber world. Since we have a volume license to **McAfee Virus Scan**, each student should have a copy of this software on his/her computer. **(It is free to C-K students so...No excuse not to have it!)**

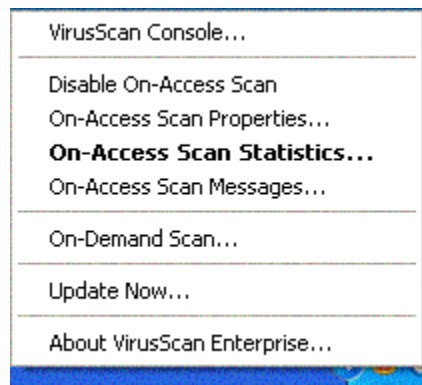
The Center for Law and Computers takes a proactive stance in trying to eradicate viruses by cleaning them as they come through our servers, we cannot protect each individual PC. We ask that you also be proactive to ensure that your PC does not become infected. Because there are new **virus outbreaks DAILY**, we want to stress the importance of having the latest virus protection software and updated virus definition (.DAT) files. We'd also like to remind you that regular virus scans of all drives (weekly, if possible) are necessary in order to detect and clean any viruses so they are not sent to friends and/or colleagues.

Chicago-Kent is licensed for and supports McAfee Virus Scan from Network Associates. According to information on their web site, there are over 50,000+ viruses out there and the potential for damage is continuous. We here at the Center for Law and Computers want to make sure you have the best possible protection for your PC. Please follow the instructions below to install the latest virus definition updates (.DAT files) for your McAfee software. If you do not have the McAfee Virus Scan software installed on your computer, please contact the Help Desk at (312) 906-5300 or e-mail helpdesk@kentlaw.edu to acquire the most recent instructions on how to download it to your system.

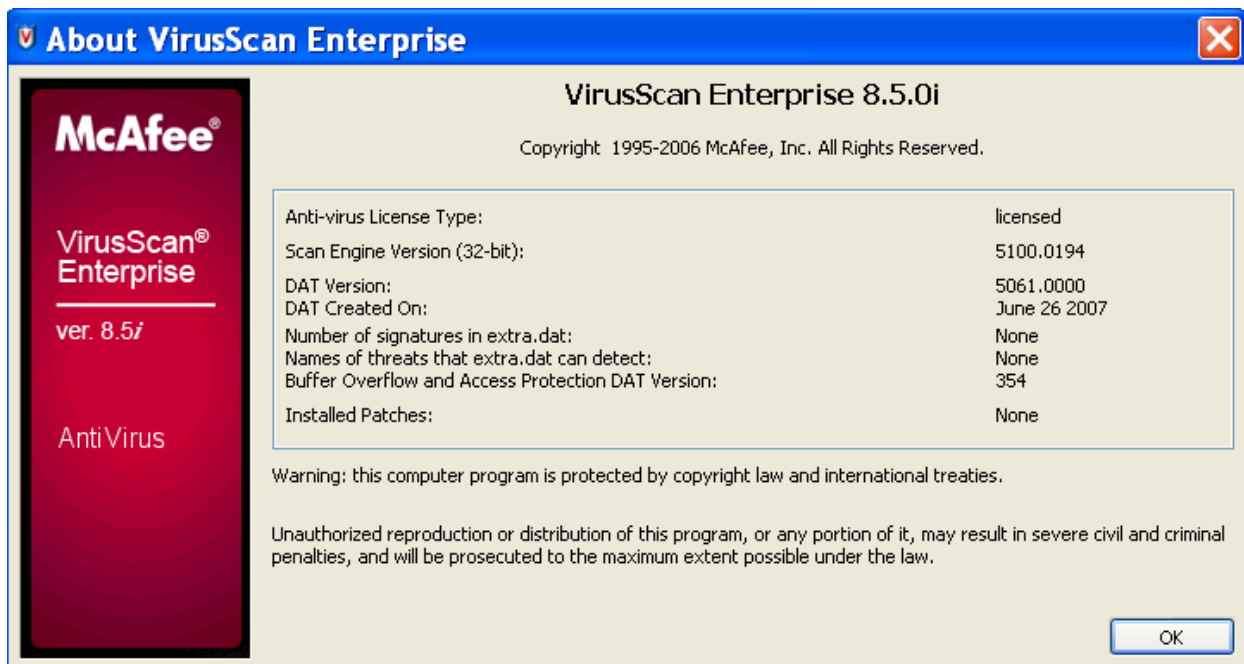
VIRUS DETECTION SOFTWARE

FIRST: Check to see that you have a recent version of the virus scanning software on your computer.

You can do this by clicking on the small blue and red "VShield"  icon in the lower right corner of your screen with the right mouse button. When you do, a small menu will pop up. Select the "About VirusScan Enterprise" choice in this menu by clicking on it once with the left mouse button.



After clicking "About VirusScan Enterprise" you will get a box that displays several numbers. There are two important numbers that you should be concerned with. The first number is in boldface and located next to the phrase "VirusScan Enterprise" toward the top. This number tells you what version of the Virus Scan product or "engine" you are running. You should be running some version of 8.x for Windows XP Professional, Windows Vista Ultimate, or Windows Vista Business. The second number you should be concerned with in the "About VirusScan Enterprise" box is the number next to the phrase "Virus definitions." The last four digits of this number tell you the version of the ".DAT" you are running. As an example, the picture below is from a PC that is running version 8.5.0i of the Virus Scan product and version 5061 of the virus definitions (.DAT files).



SECOND: Install the latest virus definition updates on your computer.

WARNING: These procedures may force a reboot of your computer. In order to avoid loss of data, close all programs before completing any of the following steps.

- While signed on to the C-K network, run the update with the following four steps:
- Click on the Windows "Start Menu" in the lower left hand side of your screen.
- Click on "Run" in the Start Menu.
- In the space next to the word "Open:" enter the following text, P:\Virus\Network\SDAT-Latest.lnk
- Once the "SuperDat" update program starts, click on "Next."

OR

- While signed on to the C-K network, run the update with the following three steps:

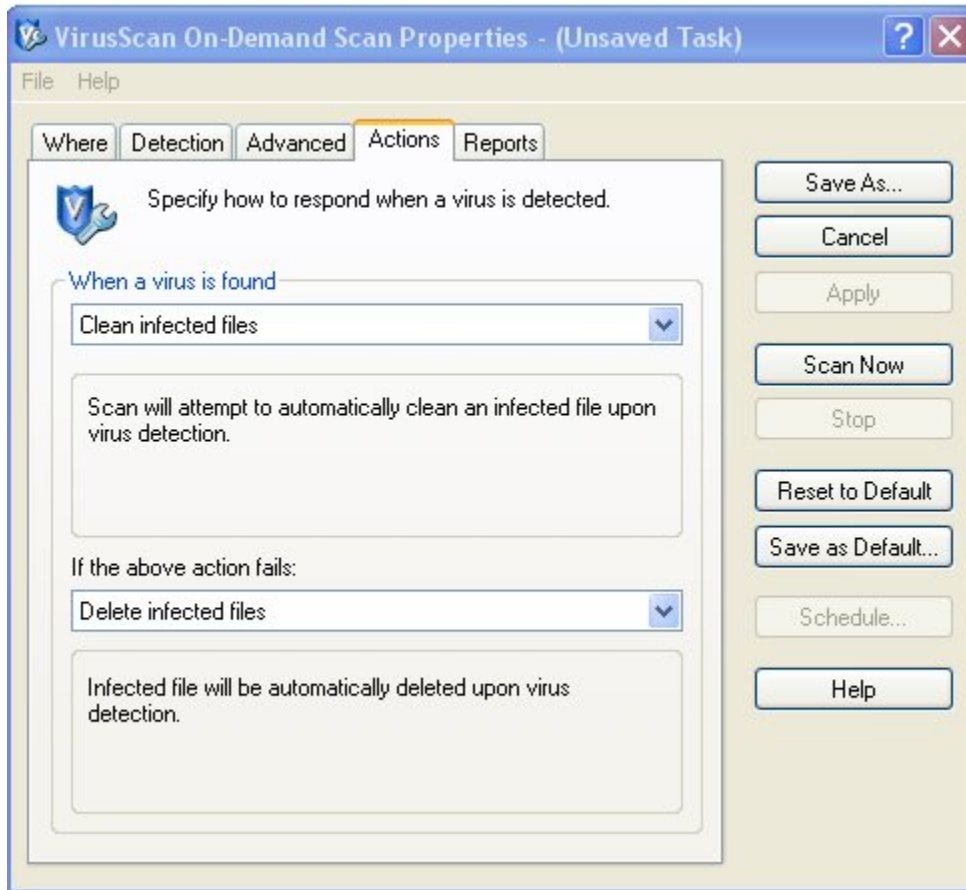
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- Double Click on the folder named VirusUpdates located on your Desktop.
- Double Click on the file sdatXXXX.exe. Where XXXX is the number of the dat file.
- Once the "SuperDat" update program starts, click on "Next."

You may be prompted to restart your computer.

THIRD: Run a virus scan on your PC.

- Click on the **Start Menu** button.
- Click on "Programs".
- Click on "Network Associates"
- Drop down to "VirusScan On-Demand Scan".
- A window will open that gives you options to run a virus scan on your drives.
- Click on "Actions" tab
- Make sure the settings are configured as in the picture below:



- Click "Scan now."

This will begin the scanning process. It will check all the files on the drive you designated. It may take a few minutes to several hours depending on the speed of your computer and the number of files you have. Your patience will pay off; remember you will be preventing problems in the future.

NOTE: The above procedures can be used in the future to update your .DAT files.

A great source for additional information about viruses is the Network Associates Co-operate website:

<http://mcafeeb2b.com/>

As always, if you have questions or need additional assistance, please feel free to contact the Help Desk at (312) 906-5300.

K. WINDOWS UPDATES

Windows Update Instructions

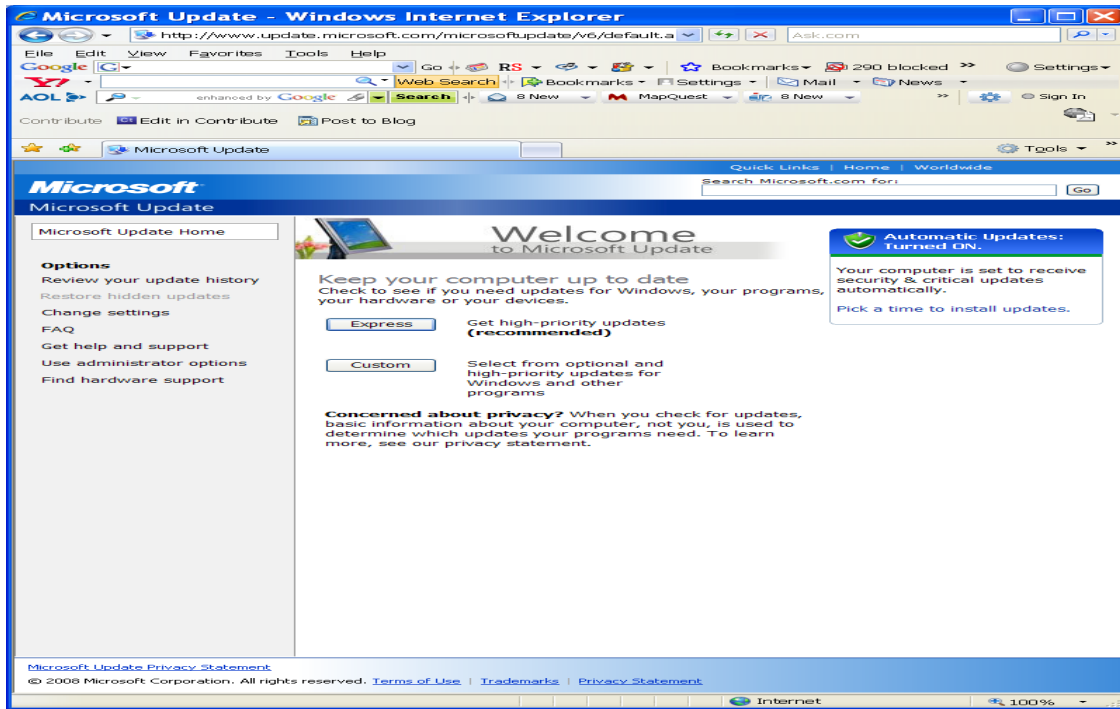
It is critical to update your windows operating system and Internet Explorer software regularly.

Just as it is important to update the virus definitions of your antivirus software, it is equally important to update the Windows operating system and Internet Explorer software on your computer. Just like virus definitions, Windows and Internet Explorer should be updated weekly. Fortunately, Microsoft makes this process fast and easy with their “Windows Update” web site.

Open your Internet Explorer web browser and click on **Tools -> Windows Update**.

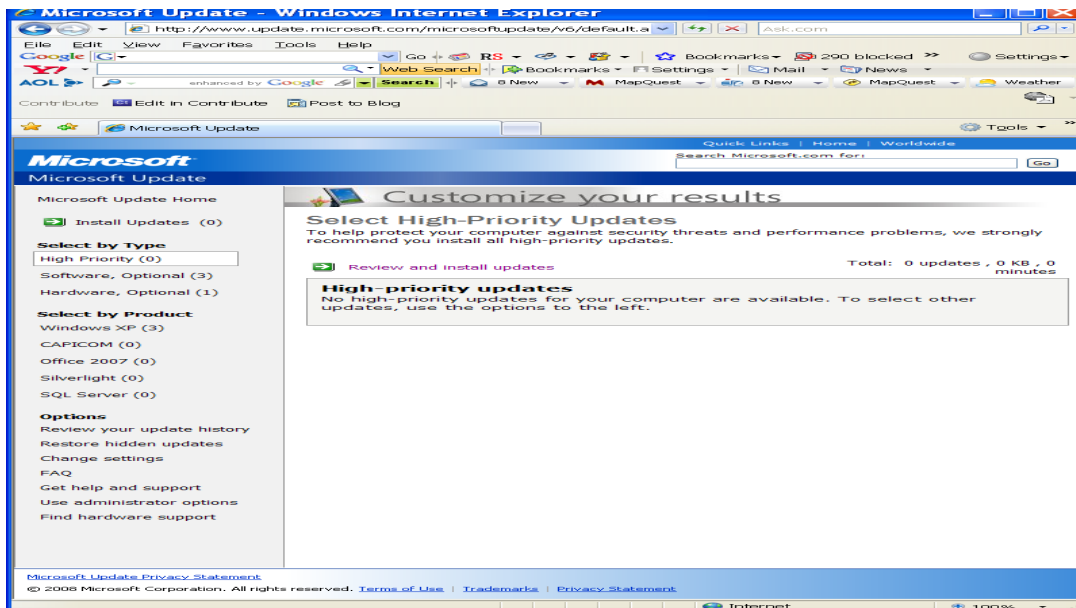


On the windows update welcome screen, click the **Custom** link.



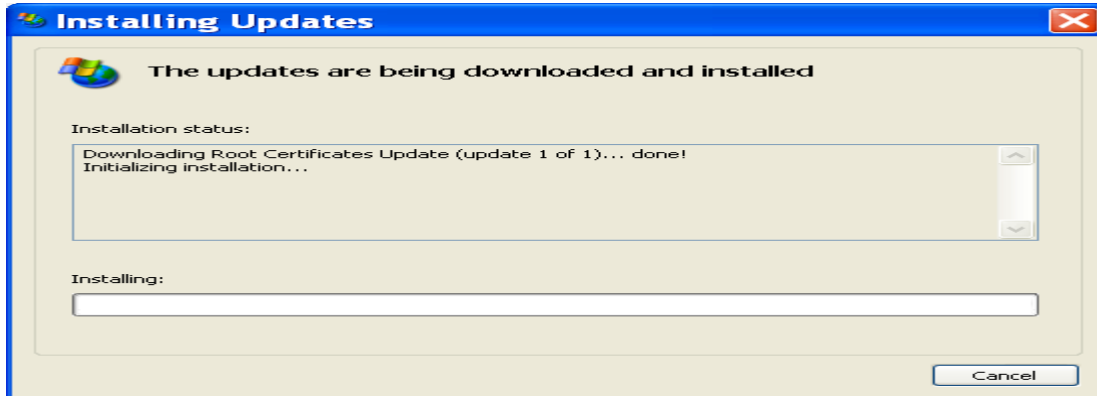
When your computer has finished scanning for updates, it will group the updates into three categories visible on the left side of the screen. The categories are High Priority, Software, Optional, and Hardware Optional. Click on the link for **High Priority**. You should always install any updates Microsoft releases as **high priority**. **Never click on the Hardware Updates link!**

You will now see a list of all the high priority updates needed by your computer.



Your screen will remain mostly unchanged with the list of recommended updates remaining. Click on the **Review and Install Updates** link. Select the updates you want to install, and click on **review and install updates**. Click on **install updates**.

The updates are being installed now.



Installation complete will appear when all updates have run. Click on **restart now** or **close**.



Please note that many updates require that your computer be rebooted in order for them to take affect. In certain instances, specific updates may need to be installed by themselves. In these cases, multiple restarts may be required. Always click the **OK** button if asked **Do want to restart now?** You want to see (0) in the list of critical updates recommended for your computer. Once your computer has rebooted, the updates will be in place and your computer will be protected with the latest fixes for the Windows operating system and Internet Explorer.

L. PRINTING

EQUIPMENT

The principal printers in the KENTNET system are HP LaserJet 8150N and HP LaserJet 9050DN Printers. There is one printer in each lab that is set up as the default printer when you sign on in that lab.

HOW TO USE THE PRINTERS

From your application (for instance, Word), choose **PRINT**. Once you have sent a job to the printer, you can release it at the print queue station next to the printer.

Do the following

- Make sure you have sent your print job to the print station by confirming that your username is shown in the select print job username dialog box.
- Double click your username with the mouse to bring up network password entry box.
- Enter your **NETWORK PASSWORD**. Highlight job(s) to print and click the **Print** button on the top left of the program window.

NOTES:

- You will need to use your Chicago-Kent photo ID card in order to release the print job by swiping your C-K photo ID card on the card reader which is located next to the release station.
- The release station will release all the print jobs sent under your username. When your print jobs are listed, you have the option to delete them before you actually send them to print.
- The printer may take a few minutes to warm up if not recently used.
- If the printer says toner low and the **READY** button is not lit, push the **GO** button so it is lit to continue to print. E-mail helpdesk **only** when your print jobs become faded. You will be credited for any pages printed light due to toner.

POINTS TO REMEMBER ABOUT PRINTING

- Every law school student receives 400 pages of printing per semester. Any printing past 400 pages will be charged to your student account at .07¢ per page. At the beginning of each semester, your balance is returned to 400 pages.
- If you print work for a faculty member, it is preferred that you use the printer in the faculty member's area. If your only choice is to print to the lab printers, print out a detailed balance and have the faculty member sign for their pages. Present the signed balance sheet to the Help Desk in the Center for Law and Computers (Room 540). Your print account will be credited accordingly.

Please report any problems with printers or printing via E-mail to Help Desk (helpdesk@kentlaw.edu).

PRINTING POLICIES

Matriculating students will have their printing accounts reset after each semester. Printing accounts will be terminated immediately after the final semester for all students who are graduating. Below are the policies related to printing, e-mail and network account terminations.

<u>POLICY</u>	<u>PRINT ACCOUNT TERMINATION</u>	<u>E-MAIL & NETWORK TERMINATION</u>
MAY GRADUATE	1 st Monday after Commencement	After July Bar and 1 st Monday after 08/01/XX*.
SUMMER GRADUATE	1 st Monday after Summer Finals	After February Bar and 1 st Monday after 03/01/XX*.
DECEMBER GRADUATE	1 st Monday after December Finals	After February Bar and 1 st Day after May Commencement.

* Where XX is the year

PRINTING POLICIES

In order to receive credit for abnormal pages, please bring the pages to the help desk immediately. Please let the help desk know which printer you released the print job. We will give you a credit on all of the pages that did not print clearly. The credit will be applied on your 400 free pages for the current semester.

M. SERVICES AVAILABLE FROM HOME

WEBMAIL

Once connected to the Internet, through any commercial ISP, you can access E-mail through a system called Webmail. It's as simple as going to the following URL:

<http://webmail.kentlaw.edu>

At this site, you will be prompted for your username and password. After logging in, you will be able to read, write and manage your e-mail account.

NOTE: E-Mail messages are deleted as follows:

- Sent Items folder content deleted after 30 days.
- Deleted Items folder content deleted after 7 days.



ONLINE STUDENT DIRECTORY & PHOTOS

One of the features Webmail offers is the online student directory and photos. This service gives access to student information over the web. The directory includes pictures of students along with their contact information all stored in alphabetical order. It allows you to search for classmate information easily and is an excellent way to introduce yourself to others. Students who do not want this information released may restrict this information by completing the online privacy forms at:

<https://webmail.kentlaw.edu/exchange/logon.asp>.

WEB FOR STUDENTS

Web for Students is a service provided by the Center for Law and Computer for students to quickly access grade information, schedule information for the courses registered and forms. Your e-mail address and password are the same as those you use to navigate on the Chicago-Kent network. To access the online information available to you, use your web browser and visit:

<http://webmail.kentlaw.edu>.

Click on the Web for students icon located on the left navigation bar. Note: you can only access using Microsoft internet explorer.



The icon looks as follows.

ONLINE GRADES AND RANKS

The Center for Law and Computers offers Chicago-Kent students the ability to check their grades via the Internet. Once you have logged in successfully, click on the semester available for viewing the designated semester grades.

ACADEMIC SCHEDULES

You can check the schedule of the course for which you are enrolled by clicking on the semester you would like to view.

ONLINE FORMS

The forms, which are accessible, are:

- Exam registration form: Students will choose the method by which they will take exams.
- Final exam reschedule form: If for any reason there is a conflict for taking exams students can reschedule any one or all exams.
- Pass/Fail form: Students choose which classes they wish to take as pass/fail.
- Graduation form: Students Choose in which term they are going to graduate.
- Incomplete Make-up form: students choose to retake a past incomplete class.
- Privacy form: Students can choose whether to have their personal information visible to fellow classmates within the student directory.
- Form Letter Request.
- Division Change Request.
- Change password form: Students can change the password for their Chicago-Kent account.

If you have any questions about the online grade process, e-mail oracle@kentlaw.edu

ALUMNI ADVISOR NETWORK

This service is for the sole use of Chicago-Kent students and alumnae/i to assist in their job search and career development. Students or alumnae/i are welcome to search the network's database and contact advisors whose profile matches their career interests. The database is accessed through the Career Services Office web page at <http://www.kentlaw.edu/depts/cso>

Advisors serve as informational resources with respect to issues including practice areas, out-of-state job market information, job search strategies and career planning. Their participation in no way indicates the availability of open positions with their organization.

Questions regarding this service should be directed to the Career Services Office at kentcso@kentlaw.edu or call (312) 906-5201.

N. EXAMS ON COMPUTERS

Many professors offer students the option to take their exams on a computer instead of handwriting the exam. Students tend to prefer this method to handwriting exams because they can type faster than handwrite and use many of the program tools (spell-check, thesaurus, etc.) available when writing on a computer.

Chicago-Kent student's uses special testing software called SofTest, to take their exams. Essentially, it is a rudimentary word processor with special features to ensure stability, security and ample backups during your final exams.

You will receive more information about exams on computers through e-mail close to exam time and can find written material at the Help Desk in room 540.

MINIMUM SYSTEM REQUIREMENTS TO RUN SOFTEST

EXAMSOFT FAQ PAGE: <http://www.examsoft.com/faq>

PREPARE YOUR COMPUTER

If you are taking your final on your own notebook or if you want to have the program on your own computer at home to familiarize yourself with its features, then you need to install SofTest on your computer.

NOTE: You may not take your final in any other program.

There are a couple of things you should do to prepare your computer for the installation of the exam software:

RUN SCANDISK ON YOUR COMPUTER: You can use Scandisk to check your hard disk for logical and physical errors. Scandisk can then repair the damaged areas.

For Win XP: To start Scandisk open My computer. Right click on the C drive and select **Properties**. Click the **Tools** tab and then click **Check now** for **Error Checking**, check both the boxes. This may take 30-60 minutes to complete so please be patient and allow appropriate time.

RUN DISK DEFRAGMENTER ON YOUR COMPUTER: You can use Disk Defragmenter to rearrange files and unused space on your hard disk so that programs run faster.

For Win XP: You can start Disk Defragmenter by clicking **Start** → **Programs/All Programs** → **Accessories** → **System Tools**, and then click **Disk Defragmenter**.

The program may indicate that your hard drive is not significantly fragmented and does not need to be defragmented. It does not hurt your computer to do this even if you get this message. The more often you defragment your computer, the quicker it takes on a regular basis.

NOTE: ALWAYS run Scandisk on your computer BEFORE you run the Disk Defragmenter program. Use **Internet Explorer** to connect to **ExamSoft's web site** to download the installation files for **SofTest**. ExamSoft requires that you use a version of Internet Explorer 6.0 or greater to download their software.

INSTALLATION FOR SOFTEST X.X

- **REGISTERING WITH EXAMSOFT AND INSTALLING SOFTEST**

1. Visit www.examssoft.com/chicagokentlaw
2. Click "Exam Takers" in the lower left hand corner of the page.
3. Click "New User Signup".
4. Complete Step 1 (enter your e-mail address, First Name, Last Name, Student ID, e-mail Address, password). Select Personal computer.
5. Read the license agreement and click "I Agree".
6. Complete Step 2 Download Softest by clicking the "Download and Install" link.

- **QUALIFICATION EXAM**

1. Double-click the Desktop icon for SofTest & wait for prompt to take the Qualification Exam.
2. If you have a floppy drive then place a blank floppy disk into the floppy drive. To format/erase the contents of the disk:
 - A. Double click the "My Computer" icon then right click the floppy drive (typically the A: drive).
 - B. Select "Format" from selection list.
 - C. Choose "Quick Erase" or "Quick Format" and select "Start."
 - D. Upon formatting, close the formatting utility and close "My Computer", but keep the floppy disk in the floppy drive.
3. If you do not have a floppy drive then follow the instructions that are stated when you first launch softest.
4. All fields should be filled except for "Student ID". Enter your ID & click "OK". The computer will reboot.
5. After rebooting, follow the prompts to take the Qualification Exam.

After the qualification exam is complete, a "Complete Registration" window will appear. It will contain the Student ID and Password fields.

- **REGISTRATION NUMBER**

1. Enter your Student ID.
2. Enter the password you received from SofTest.
3. Click on the **Register** button. This will take a few seconds. You should receive a message window, and later an e-mail message, informing you that registration is complete.
4. The computer will then reboot to normal state.

NOTE: You may now activate SofTest and take a Practice Exam or a real exam.

QUESTIONS

1. There is a list of Frequently Asked Questions (FAQ's) in the Exam Takers section of the website.
2. To contact technical support, e-mail support@examsoft.com.

LINKS TO IMPORTANT COMPUTER EXAM INSTRUCTIONS.

EXAMSOFT SITE:

<http://www.examsoft.com/chicagokentlaw>

EXAMSOFT FAQ PAGE:

<http://www.examsoft.com/faq>

O. CHICAGO-KENT WIRELESS ACCESS

CHICAGO-KENT WIRELESS ACCESS

Chicago-Kent has a wireless infrastructure which provides complete connectivity and access to all law school network resources (e.g. e-mail, printing, and home directory) in the following areas of the building:

- **Concourse – general open seating area by the Bookstore**
- **First Floor - general open seating area in the Front Lobby, Courtroom, and Classroom 155**
- **Second Floor - general open seating area by the Registrar Office, and Cafeteria**
- **Third Floor - Classroom 305 and 345**
- **Fifth Floor - Classrooms 570, 580, 581, 583, and Student Lounge**
- **Library - 6th floor, 7th floor, 8th floor, 9th floor, & 10th floor**

The configuration of laptop computers and wireless cards will be automatic. The configuration process will be seamless and will happen during the normal client login to the network through the wired Ethernet connection. The wireless system at the law school uses the same username/password that Faculty\Staff\Students use to access e-mail and other network resources.

If you do not have built-in wireless, the recommended wireless adapters shown below will be available in the bookstore for purchase.

Cisco Aironet 802.11a/b/g Wireless CardBus Adapter

Manufacturer PartNumber: AIR-CB21AG-A-K

Linksys Dual-Band Wireless A&G Notebook Adapter

Manufacturer Part Number: WPC55AG

Please contact the CLC Help Desk at x65300 or at helpdesk@kentlaw.edu if you have questions or concerns regarding wireless access.

II. TUTORIALS

A. E-MAIL BASICS OUTLOOK 2002/2003

STARTING OUTLOOK

The procedure that follows tells you how to start Outlook 2002/2003.

- Start Outlook 2002/2003 by double-clicking on your Outlook 2002/2003 icon or by selecting Outlook 2002/2003 from your Windows Programs menu.
- Outlook 2002 has an outlook bar which is used to navigate to the inbox calendar, tasks, etc, whereas outlook 2003 has a navigation pane which is used to switch from inbox to calendar, tasks etc.

CREATING MESSAGES

The procedure that follows describes how to create a new e-mail message.

- Select the **New Message** button on the toolbar or select **File → New → Mail Message** from the menu bar. Outlook 2002/2003 displays the New Message dialog box.
- Enter recipient names in the To and Cc boxes, separating multiple e-mail addresses with a semicolon. If you enter an address that you have previously sent an e-mail to, Outlook will automatically complete the address. Press the Tab or Enter keys to accept the address Outlook has provided.
- In the Subject: box, type a short description of the message. This description will help the recipient of your message identify the message.
- In the Message: box; type the message that you want to send. You can use the standard editing keys to create and edit your message. You can also cut text from other sources and paste it into your message.
- Use the **Send** button or select **File → Send** on the menu bar. Outlook 2002/2003 sends the message to the recipient(s) that you specified.
- To change the way that Outlook 2002/2003 handles your mail, you can select any of the following options:
 - **Signature**-before you can include a signature with your messages, you must create one. **Tools → Options → Mail Format → Signature → New → Enter a Name for your signature → Type all relevant signature information** in Signature Text box → click on **Finish** Button. This appends your signature to the end of your message.

- **Saving**-to save a copy of a message for future reference, from the toolbar click the **Save** icon or from the menu select, **File → Save** this saves the message in the Drafts folder. When you send this message, Outlook 2002/2003 removes the message from the Drafts folder and makes a copy of this message in the Sent Items folder. You can also move the message to any desired folder by **File → Move to Folder**, a dialog box with all the folders appear. Select the folder where you would like to move the message for future use.
 - **Create New Folder**-to create a new folder to place messages, from the main window, select **File → New → Folder**. In the Folder Name box, type the name of the new folder. In the Folder Contains box, select from the drop down menu what the folder contains. Select the location and Click **OK**.
 - The following additional options are available
 - **Spell Check**-to check the spelling of your message, select from the menu bar, **Tools → Spelling and Grammar...** or the F7 key.
 - **Attachments**-to include one or more files with your message, from the menu select the **Insert → File**, which displays Insert File dialog box that allows you to select the file that you want to include.
 - **Web Links**-Outlook 2002/2003 allows you to include a reference to Internet locations (URLs) in your message. If the person who receives your message has an e-mail system that supports Internet links, he/she will be able to click on the location, which will launch the appropriate application.
-

VIEWING MESSAGES

After you log on, Outlook 2002/2003 displays the main window, which lists the messages in the folder that is currently selected and allows you to view, create, and manage messages.

To select a message from the message list on the main window, do one of the following actions:

- Double-click on the message.
- Highlight the message and use the Enter key.
- Select the message and click the right mouse button. From the pop-up menu, select Open.

If when you open Outlook you do not view the specific folder, then change the folder by clicking on the shortcut icons. Outlook 2002/2003 displays the message that you selected in the Read Message dialog box.

SEARCHING FOR A MESSAGE

Outlook 2002/2003 provides a sophisticated but easy-to-use search tool that allows you to list the messages that contain specific text and/or are from a specific person. You could, for example, list all of your messages that contained the word **vanish** that you received from your correspondent **Antonio Stradivari**.

The procedure that follows tells you how to find e-mail messages and phrases or words within e-mails.

Click Find or use the **Tools** → **Find** button. Do following:

- In the Look for box, type any text you want to search. Select the folder you want to search within. To search the content of items, select the Search all text in the message check box.

Outlook 2002/2003 displays the message(s) that meet the criteria specified. You can then select the message that you want to view.

ORGANIZING YOUR MESSAGES

We recommend that you organize the messages that you want to save by filing them into a set of folders. This enables you to locate messages easily in the future.

CREATING FOLDERS

To create a new folder:

- From the File menu, select New and then Folder. Outlook 2002/2003 displays the Create New Folder dialog box.
 - In the Folder Name box, type a name for your folder. The name that you select should help you identify the folder.
 - Select from the drop down menu the contents of the folder. Select the location where the folder is to be created within the mailbox. Click the **OK** button.
 - Outlook 2002/2003 creates a personal folder that you specified.
 - Outlook 2002 opens a message window with the option to make the folder a shortcut icon. Click **Yes** if you would like it to appear as a shortcut, otherwise click **No**. (Feature only available for outlook 2002)
 - Within Outlook 2003 to create a shortcut to the folder, click shortcuts within the navigation pane, click add new shortcut, you will be prompted to select a folder, select the folder and click OK. If you cannot see shortcuts in the navigation pane, then click the arrows located towards the bottom of the pane and select "**Show more buttons**". Click this button till you get the desired shortcuts icon.
-

DELETING FOLDERS

To delete a personal folder:

- Select the folder that you want to delete.
- Click the **File** → **Folder** → **Delete** "folder name". Outlook 2002/2003 displays a confirmation box. Select **Yes**.
- To remove the shortcut icon from the shortcut list, select the icon and right click. From the pop-up menu, select **Remove from Outlook bar** for Outlook 2002, a confirmation box is displayed. Select **Yes**.

- To remove the shortcut from the shortcut list, within outlook 2003 click Shortcuts in the navigation pane, expand “my shortcuts” select the folder and right click. From the pop-up menu, select **delete shortcut**, a confirmation box is displayed. Select **Yes**.

RENAMING FOLDERS

To rename a personal folder:

- Click the right mouse button on the folder that you want to rename from the folder list for outlook 2002 and for Outlook 2003 click on the mail tab in the navigation pane and right click to select the folder.
 - From the pop-up menu, select **Rename “foldername”**.
-

DELETING MESSAGES

To delete one or more messages in your message list, **Select the message(s)**

Do one of the following:

- Use the **Delete** key on the keyboard.
 - Use the **Delete** button on the toolbar.
-

EMPTYING THE DELETE ITEMS FOLDERS

You should clear this folder often to ensure proper use of computer resources.

To delete all messages from the deleted items folder

Do the following:

- Select the **Deleted items** folder right click and select **“Empty Deleted items folder”** Outlook with display a confirmation box. Click Ok to confirm the deletion.
-

PRINTING E-MAIL MESSAGES

You can print a message while you are viewing it or while you are viewing the message list. Printing from the message list allows you to print more than one message at a time.

The procedure that follows tells you how to print message(s) from the message list on the main window.

- Select the message(s) that you want to print.
 - From the File menu, select Print or use the **Print** button. Outlook 2002/2003 displays the standard windows Print Setup dialog box.
 - Fill in the fields, as appropriate, and Click **OK** button. Outlook 2002/2003 prints your message(s) at the selected printer.
-

COPYING TEXT TO ANOTHER MESSAGE OR APPLICATION

The procedure that follows tells you how to copy some or all of your current messages to another application.

- Select the text that you want to copy. You can select the entire message by going to **Edit → Select All**.
 - From the Edit menu, select **Copy**. Outlook 2002/2003 copies the text to the clipboard.
 - Open the document or message into which you want to place the text.
 - If you are copying the text into another Outlook message, from the Edit menu, select **Paste**.
 - If you are copying the text into another application, select the Paste function for that application.
-

REPLYING TO A MESSAGE

The procedure that follows tells you how to send a reply to a message that you are viewing or that you have highlighted in the message list.

Do one of the following:

- To send a reply to the person who sent the original message to you, from the toolbar, select **Reply** button.
 - To send a reply to all of the message's recipients including the person who sent you the message, from the toolbar, select **Reply All** button.
 - Outlook 2002/2003 displays the Create Message dialog box, which allows you to reply to the message. The reply is addressed to either the person who sent the message to you or to the sender and all of the recipients of the original message based on the selection.
 - The insertion point will appear in the message box. Type your reply as you would when you create a message. All of the options that are available when you create a message are also available when you reply to a message.
-

FORWARDING AN E-MAIL MESSAGE

The procedure that follows tells you how to forward a message that you are viewing or that you have highlighted in the message list.

- From the toolbar select the **Forward** button; Outlook 2002/2003 displays the Create Message dialog box with the Address box cleared.
 - Address the message to the recipient(s).
 - Type any comments that you want to add as you would when you create a message. All of the options that are available when you create a message are also available when you reply to a message.
-

INSERTING A FILE

- Create or open a message you want to attach a file to.
 - Click **Insert →File**
 - Locate and Select the file you want to attach.
 - Click the Insert button. To select from a list of insertion options, click the down arrow on the **Insert** button.
 - Click the send button when done.
-

INSERTING A HYPERLINK

- When you enter Web address text into your e-mail message outlook 2002/2003 recognizes the text as a Web address and changes the text into a hyperlink.
-

CHANGING THE DEFAULT MESSAGE FORMAT

You can create messages in plain text, HTML, or Rich text format.

- Select **Options** from the **Tools** menu
 - Click the **Mail Format** Tab.
 - Select a format form the **Compose in this message format list** box.
 - Click the **OK** button.
-

USING STATIONERY

You can select a default stationery for all new messages you create.

- In the main Outlook window, from the **Tools** menu select **Options**.
- Click the **Mail Format** tab.
- Select a stationery from the **Use this stationery by default** list.
- Click the **Ok** button.

Note to change stationery for a new message, select **New Mail Message Using** from the Actions menu and select a stationery from the resulting menu.

ADDING A SIGNATURE

- In the main Outlook window, select **Options** from the **Tools** menu.
- Click the **Mail Format** tab.
- In the **Signature** section, click the **Signatures** button.
- Click the **New** button.
- Enter a name for the signature in the space provided.
- Select how you would like to create your new signature. You can with a blank signature or use an existing signature or file as a template.
- Click the **Next** button.
- Enter text for your signature in the **Signature text** box.
- To make formatting changes to your signature, click the **Font**, **Paragraph**, or **Advanced Edit** buttons and make changes in the resulting window.
- Click the **Finish** button.
- Click the **OK** button.
- To select a default signature for new messages and replies and forwards, select the signature from the list menus in the **Signature** section.
- Click the **OK** button.

SETTING UP READ RECEIPTS

You can verify the date and time a message has been received by a recipient by requesting read receipts and delivery receipts.

- In the main Outlook window, select **Options** from the **Tools** menu.
 - Click the **Preferences** tab.
 - Click the **E-Mail Options** tab.
 - Click the **Tracking Options** button.
 - Select from the available tracking options.
 - Click the **OK** buttons to close the open dialog boxes.
-

CALENDER (Outlook 2002/2003)

OPENING THE CALENDAR

- Click the calendar icon on the **Outlook Bar** (Outlook 2002) or in the **Navigation pane** for Outlook 2003 to open the **Calendar**. The calendar opens with the appointments displayed in the scheduling area and the Date navigator. The Task pad will open only for Outlook 2002.
-

NAVIGATING THE CALENDAR

- To view the appointments for a specific date, click the date in the Date Navigator. The appointments for the date appear in the scheduling area.
 - To view the appointments for a consecutive range of dates, select the first date you want to display in the Date Navigator hold down the [**Shift**] key and select the end date. The appointments for the selected range of dates appear in the scheduling area.
 - To view the appointments for non-consecutive range of dates, select the first date you want to display in the Date Navigator. Hold the [**Ctrl**] and click other dates you want to display. The appointments for selected dates appear in the scheduling area.
 - To change the month in the Date Navigator, Click the right or left arrow.
 - Select the **Go to Today** button to quickly go to the current day.
 - Select the **Day, Work Week, Week, or Month** button to change the display of the scheduling area.
-

SCHEDULING A NEW APPOINTMENT

- Select New from the File menu.
 - Select **Appointment** from the resulting menu.
 - Enter a description in the **Subject** box.
 - Enter a location in the **Location** box.
 - Enter the start and end times.
 - Select other options as desired.
 - To make the appointment recur, click the **Recurrence** button. Select a recurrence pattern and frequency options.
 - Click the **OK** button
 - Click the **Save and Close** button.
-

USING REMINDERS

- Open the appointment or meeting you want to set a reminder for.
 - Check the **Reminder** box.
 - Enter the amount of time before the appointment or meeting that you want the reminder to occur.
 - Click the **Save and Close** button.
-

ADDING A TASK TO THE TASKPAD (Outlook 2002)

- On the first line of the Task pad, click on the text "**Click here to add a new Task**".
 - Type the text describing the new task and then press **[Enter]**.
-

SETTING A CALENDAR ITEM AS RECURRING

- Double click on the item you want to set as recurring.
 - Select the **Actions → Recurrence**.
 - Select **Recurrence Pattern** option.
 - Select **Range of recurrence** as desired.
 - Click the **OK** button.
 - Click the **Save and Close** button.
-

MOVING CALENDAR ITEMS

- To move an appointment or meeting to a new time slot on the same day, point to the color bar on the left of the item and drag the item to the desired time slot.
 - To move an appointment or meeting to a new date, point to the color bar on the left of the item and drag the item to the desired date on the Date Navigator.
 - To move a task, drag it to the desired location on the Task pad (Outlook 2002).
-

DELETING A CALENDAR ITEMS

- Select the item you want to delete.
 - Click the **Delete** button.
-

SCHEDULING A MEETING

- Click the **Calendar** shortcut on the **Outlook Bar** (Outlook 2002) or **Navigation Bar** (Outlook 2003).
 - Select **Plan a Meeting** from the **Actions** menu.
 - Click the **Add Others** button.
 - Click the **Add Others Address Book** button.
 - In the **Type name or select from list** box, enter the name of the person or resource you want to invite to the meeting.
 - Click the **Required**, **Optional**, or **Resources** button to assign the person to the corresponding category.
 - Select the time when all invitees are available, or click the **AutoPick Next** button to have Outlook find the next available free time for all invitees.
 - Click the **Make Meeting** button.
 - Enter the meeting information in the following window.
 - Enter a location in the **Location Box**.
 - Click the **Send** button.
-

USING CALENDAR COLORING

Outlook 2002/2003 enables you to color-code appointments and meetings.

- Click the **Calendar** shortcut on the **Outlook bar** (Outlook 2002) or the **Navigation Pane** (Outlook 2003).
 - Right-click the appointment or meeting you to color.
 - Select **Label** from the pop-up menu.
 - Select a color from the resulting menu. To remove a color, select **None** from the resulting menu.
-

CONTACTS (Outlook 2002/2003)

OPENING THE CONTACTS FOLDER

- Click the Contacts icon on the **Outlook bar** (Outlook 2002) or the **Navigation Pane** (Outlook 2003) to open the **Contacts** Folder.
 - Outlook 2003 allows you to view the contacts either by Address Cards, Detailed Address Cards, Phone List, By Category, By Company, By location and By Follow up Flag.
-

CREATING A CONTACT

- Select **New** from the **File** menu.
 - Select **Contact** from the resulting menu.
 - Enter a name for the contact
 - Enter additional information for the contact, as desired.
-

EDITING A CONTACT

- Double click the contact in the information viewer.
 - Edit the information as desired.
 - Select the **Save** and **Close** button.
-

SENDING A NEW MESSAGE TO A CONTACT

- Select the contact(s) to whom you want to send a message.
 - Select the **Actions** → **New Message to Contact** Command. The message window opens with the contacts e-mail address in the **To** text box.
 - Enter a subject in the **Subject** box.
 - Enter a message in the message body.
 - Click the **Send** button.
-

PRINTING CONTACT INFORMATION

- Select the **File** → **Print** command.
 - Select the Print style list box.
 - Select other print options as desired.
 - Select **Ok**.
-

DELETING CONTACT

- Select the Contact you want to delete.
 - Click the **Delete** button.
-

USING “FRIENDLY” NAMES

When you create a contact, you can assign a “friendly” name to the contact. This name, instead of the e-mail address, will appear in the **To** line of a message when you send a message to the contact.

- Double-click the contact you want to assign a name to.
 - In the Display As box, enter the “friendly” name.
 - Click the **Save and Close** button.
-

WORKING WITH A CONTACT

- Right-click the Contact.
 - Select an action from the pop-up menu. For example, you can choose to make an appointment with the contact, send a task for the contact, or create a journal entry for the contact.
-

DISTRIBUTION LISTS

A distribution list is a collection of contacts. Use a distribution list to address messages or meeting requests, assign task requests, and to define other distribution lists.

- In **Contacts**, from the **Actions** menu, select **New Distribution List**.
- Enter a name for the list in the **Name** field.
- Click the **Select Members** button.
- Click the name of the contact you to add to the list.
- Click the **Add** button.
- Repeat steps 4 and 5 until you have selected all members you want to add to your distribution list.
- Click the **OK** button when done.
- Click the **Save and Close** button.

TASKS (Outlook 2002/2003)

OPENING A TASK FOLDER

- Click the Tasks icon on the **Outlook bar** (Outlook 2002) or the **Navigation Pane** (Outlook 2003) to open the **Tasks** folder.
-

CREATING A TASK

- Select **New** from the **File** menu.
 - Select **Task** from the resulting menu.
 - Enter a task name in the **Subject Box**.
 - Enter other information, as desired.
 - Click the **Recurrence** button, if desired, and select a recurrence frequency.
 - Enter a start and end dates for the task.
 - Click the **OK** button.
 - Click the **Save and Close** button.
-

EDITING A TASK

- Double click the task you want to modify and edit as desired.
 - Select **Save and Close** button.
-

MARKING A TASK COMPLETE

- To mark a task complete, click the check box to the left of the task subject.
 - To return the task to the original status of not complete, click the check box again to remove the checkmark.
-

SORTING AND RECORDING TASKS

- To sort tasks, click the column heading by which you want to sort. The tasks are sorted in ascending or descending order by the column heading and the arrows in the column heading points in the sort direction.
- To change the order of the sort, click the same column heading a second time. The tasks are sorted in opposite order by the column heading and the arrows in the column heading points in the opposite direction.

ASSIGNING A TASK

You can assign a task to another person by sending them a task request.

- Open the task you want to assign.
 - Click the **Assign Task** button.
 - In the To box, enter the name of the person you want to assign the task to.
 - Enter other information as desired.
 - Check or clear the **keep and updated copy of this task on my task list** box, if desired.
 - Check or clear the **Send me a status report when this task is complete** box, if desired.
 - Click the **Send** button to send the task request.
-

DELETING A TASK

- Select the task you want to delete and click the **Delete** button.
-

CREATING A NOTE

- From the **File** menu select **New Note**.
 - Enter text in the note.
 - Click the **Close** button to close the note. Or, you can leave the note open while you work.
-

USING HELP

At any time you can use the inbuilt Outlook 2002/2003 Help to easily guide you in using the most advanced features of Outlook 2002/2003.

Do the following:

- For Outlook 2002, From the menu bar select **Help → Microsoft Outlook Help** or press **F1**. Select the **Index** Tab.
 - Type the topic you want information on in the **Type Keywords** box. Outlook will display any information related to the topic.
 - For Outlook 2003, From the menu bar select **Help → Microsoft Outlook Help** or press **F1**. Type in the relevant topic, Outlook 2003 also provides online assistance.
-

ENDING YOUR OUTLOOK 2002/2003 SESSION

- From the File menu, select **Exit** or **Exit and Log Off**.
-

B. E-MAIL BASICS OUTLOOK 2007

STARTING OUTLOOK

The procedure that follows tells you how to start Outlook 2007.

- Start Outlook 2007 by double-clicking on your Outlook 2007 icon or by selecting Outlook 2007 from your Windows Programs menu.
 - Outlook 2007 has a navigation pane which is used to switch from inbox to calendar, tasks etc.
-

CREATING MESSAGES

The procedure that follows describes how to create a new e-mail message.

- Select the **New Message** button on the toolbar or select **File → New → Mail Message** from the menu bar. Outlook 2007 displays the New Message dialog box.
- Enter recipient names in the To and Cc boxes, separating multiple e-mail addresses with a semicolon. If you enter an address that you have previously sent an e-mail to, Outlook will automatically complete the address. Press the Tab or Enter keys to accept the address Outlook has provided.
- In the Subject: box, type a short description of the message. This description will help the recipient of your message identify the message.
- In the Message: box; type the message that you want to send. You can use the standard editing keys to create and edit your message. You can also cut text from other sources and paste it into your message.
- Use the **Send** button on the menu bar. Outlook 2007 sends the message to the recipient(s) that you specified.
- To change the way that Outlook 2007 handles your mail, you can select any of the following options:
 - **Signature**-before you can include a signature with your messages, you must create one. **Tools → Options → Mail Format → Signature → New → Enter a Name for your signature → Type all relevant signature information in Signature Text box → click on Finish Button.** This appends your signature to the end of your message.
 - **Saving**-to save a copy of a message for future reference, from the toolbar click the **Save** icon or from the menu select, **File → Save** this saves the message in the Drafts folder. When you send this message, Outlook 2007 removes the message from the Drafts folder and makes a copy of this message in the Sent Items folder. You can also move the message to any desired folder by **File → Move to Folder**, a dialog box with all the folders appear. Select the folder where you would like to move the message for future use.

- **Create New Folder**-to create a new folder to place messages, from the main window, select **File → Folder → New Folder**. In the Folder Name box, type the name of the new folder. In the Folder Contains box, select from the drop down menu what the folder contains. Select the location and Click **OK**.
 - The following additional options are available
 - **Spell Check**-to check the spelling of your message, select from the menu bar, **Spelling → Spelling and Grammar**.
 - **Attachments**-to include one or more files with your message, from the menu select the **Insert → File**, which displays Insert File dialog box that allows you to select the file that you want to include.
 - **Web Links**-Outlook 2007 allows you to include a reference to Internet locations (URLs) in your message. If the person who receives your message has an e-mail system that supports Internet links, he/she will be able to click on the location, which will launch the appropriate application.
-

VIEWING MESSAGES

After you log on, Outlook 2007 displays the main window, which lists the messages in the folder that is currently selected and allows you to view, create, and manage messages.

To select a message from the message list on the main window, do one of the following actions:

- Double-click on the message.
- Highlight the message and use the Enter key.
- Select the message and click the right mouse button. From the pop-up menu, select Open.

If when you open Outlook you do not view the specific folder, then change the folder by clicking on the shortcut icons. Outlook 2007 displays the message that you selected in the Read Message dialog box.

SEARCHING FOR A MESSAGE

Outlook 2007 provides a sophisticated but easy-to-use search tool that allows you to list the messages that contain specific text and/or are from a specific person. You could, for example, list all of your messages that contained the word **vanish** that you received from your correspondent **Antonio Stradivari**.

The procedure that follows tells you how to find e-mail messages and phrases or words within e-mails.

Click Find or use the **Tools → Instant Search → Instant Search** button. Do following:

- In the Look for box, type any text you want to search. Select the folder you want to search within. To search the content of items, select the Search all text in the message check box.

Outlook 2007 displays the message(s) that meet the criteria specified. You can then select the message that you want to view.

ORGANIZING YOUR MESSAGES

We recommend that you organize the messages that you want to save by filing them into a set of folders. This enables you to locate messages easily in the future.

CREATING FOLDERS

To create a new folder:

- From the File menu, select Folder and then New Folder. Outlook 2007 displays the Create New Folder dialog box.
 - In the Folder Name box, type a name for your folder. The name that you select should help you identify the folder.
 - Select from the drop down menu the contents of the folder. Select the location where the folder is to be created within the mailbox. Click the **OK** button.
 - Outlook 2007 creates a personal folder that you specified.
 - In Outlook 2007 to create a shortcut to the folder, click shortcuts within the navigation pane, click add new shortcut, you will be prompted to select a folder, select the folder and click OK. If you cannot see shortcuts in the navigation pane, then click the arrows located towards the bottom of the pane and select “**Show more buttons**”. Click this button till you get the desired shortcuts icon.
-

DELETING FOLDERS

To delete a personal folder:

- Select the folder that you want to delete.
- Click the **File** → **Folder** → **Delete** "folder name". Outlook 2007 displays a confirmation box. Select **Yes**.
- To remove the shortcut from the shortcut list, within Outlook 2007 click Shortcuts in the navigation pane, expand “my shortcuts” select the folder and right click. From the pop-up menu, select **delete shortcut**, a confirmation box is displayed. Select **Yes**.

RENAMING FOLDERS

To rename a personal folder:

- Click the right mouse button on the folder that you want to rename from the folder list for outlook 2007 and **Rename** “**folder name**”.
-

DELETING MESSAGES

To delete one or more messages in your message list, **Select the message(s)**

Do one of the following:

- Use the **Delete** key on the keyboard.
 - Use the **Delete** button on the toolbar.
-

EMPTYING THE DELETE ITEMS FOLDERS

You should clear this folder often to ensure proper use of computer resources.

To delete all messages from the deleted items folder

Do the following:

- Select the **Deleted items** folder right click and select **“Empty Deleted items folder”** Outlook with display a confirmation box. Click Ok to confirm the deletion.
-

PRINTING E-MAIL MESSAGES

You can print a message while you are viewing it or while you are viewing the message list. Printing from the message list allows you to print more than one message at a time.

The procedure that follows tells you how to print message(s) from the message list on the main window.

- Select the message(s) that you want to print.
 - From the File menu, select Print or use the **Print** button. Outlook 2007 displays the standard windows Print Setup dialog box.
 - Fill in the fields, as appropriate, and Click **OK** button. Outlook 2007 prints your message(s) at the selected printer.
-

COPYING TEXT TO ANOTHER MESSAGE OR APPLICATION

The procedure that follows tells you how to copy some or all of your current messages to another application.

- Select the text that you want to copy. You can select the entire message by going to **Edit → Select All**.
- From the Edit menu, select **Copy**. Outlook 2007 copies the text to the clipboard.
- Open the document or message into which you want to place the text.
- If you are copying the text into another Outlook message, from the Edit menu, select **Paste**.
- If you are copying the text into another application, select the Paste function for that application.

REPLYING TO A MESSAGE

The procedure that follows tells you how to send a reply to a message that you are viewing or that you have highlighted in the message list.

Do one of the following:

- To send a reply to the person who sent the original message to you, from the toolbar, select **Reply** button.
 - To send a reply to all of the message's recipients including the person who sent you the message, from the toolbar, select **Reply All** button.
 - Outlook 2007 displays the Create Message dialog box, which allows you to reply to the message. The reply is addressed to either the person who sent the message to you or to the sender and all of the recipients of the original message based on the selection.
 - The insertion point will appear in the message box. Type your reply as you would when you create a message. All of the options that are available when you create a message are also available when you reply to a message.
-

FORWARDING AN E-MAIL MESSAGE

The procedure that follows tells you how to forward a message that you are viewing or that you have highlighted in the message list.

- From the toolbar select the **Forward** button; Outlook 2007 displays the Create Message dialog box with the Address box cleared.
 - Address the message to the recipient(s).
 - Type any comments that you want to add as you would when you create a message. All of the options that are available when you create a message are also available when you reply to a message.
-

INSERTING A FILE

- Create or open a message you want to attach a file to.
 - Click **Insert → Attach File**
 - Locate and Select the file you want to attach.
 - Click the Insert button. To select from a list of insertion options, click the down arrow on the **Insert** button.
 - Click the send button when done.
-

INSERTING A HYPERLINK

- When you enter Web address text into your e-mail message outlook 2007 recognizes the text as a Web address and changes the text into a hyperlink.
-

CHANGING THE DEFAULT MESSAGE FORMAT

You can create messages in plain text, HTML, or Rich text format.

- Select **Options** from the **Options** menu
 - Click the **Format** Tab.
 - Select a format form the **Format list** box.
 - Click the **OK** button.
-

USING STATIONERY

You can select a default stationery for all new messages you create.

- In the main Outlook window, from the **Tools** menu select **Options**.
- Click the **Mail Format → Signature and Stationery → Themes** tab.
- Select stationery from the **Use this stationery by default** list.
- Click the **Ok** button.

Note to change stationery for a new message, select **New Mail Message Using** from the Actions menu and select stationery from the resulting menu.

ADDING A SIGNATURE

- In the main Outlook window, select **Tools** from the **Options** menu.
- Click the **Mail Format** tab.
- In the **Signature** section, click the **Signatures** button.
- Click the **New** button.
- Enter a name for the signature in the space provided.
- Select how you would like to create your new signature. You can with a blank signature or use an existing signature or file as a template.
- Click the **Next** button.
- Enter text for your signature in the **Signature text** box.
- To make formatting changes to your signature, click the **Font**, **Paragraph**, or **Advanced Edit** buttons and make changes in the resulting window.
- Click the **Finish** button.
- Click the **OK** button.
- To select a default signature for new messages and replies and forwards, select the signature from the list menus in the **Signature** section.
- Click the **OK** button.

SETTING UP READ RECEIPTS

You can verify the date and time a message has been received by a recipient by requesting read receipts and delivery receipts.

- In the main Outlook window, select **Options** from the **Tools** menu.
 - Click the **Preferences** tab.
 - Click the **E-Mail Options** tab.
 - Click the **Tracking Options** button.
 - Select from the available tracking options.
 - Click the **OK** buttons to close the open dialog boxes.
-

CALENDER (Outlook 2007)

OPENING THE CALENDAR

- Click the calendar icon on the **Outlook Navigation pane** for Outlook 2007 to open the **Calendar**. The calendar opens with the appointments displayed in the scheduling area and the Date navigator.
-

NAVIGATING THE CALENDAR

- To view the appointments for a specific date, click the date in the Date Navigator. The appointments for the date appear in the scheduling area.
 - To view the appointments for a consecutive range of dates, select the first date you want to display in the Date Navigator hold down the [**Shift**] key and select the end date. The appointments for the selected range of dates appear in the scheduling area.
 - To view the appointments for non-consecutive range of dates, select the first date you want to display in the Date Navigator. Hold the [**Ctrl**] and click other dates you want to display. The appointments for selected dates appear in the scheduling area.
 - To change the month in the Date Navigator, Click the right or left arrow.
 - Select the **Day** button to quickly go to the current day.
 - Select the **Day, Week, or Month** button to change the display of the scheduling area.
-

SCHEDULING A NEW APPOINTMENT

- Select New from the File menu.
 - Select **Appointment** from the resulting menu.
 - Enter a description in the **Subject** box.
 - Enter a location in the **Location** box.
 - Enter the start and end times.
 - Select other options as desired.
 - To make the appointment recur, click the **Recurrence** button. Select a recurrence pattern and frequency options.
 - Click the **OK** button
 - Click the **Save and Close** button.
-

USING REMINDERS

- Open the appointment or meeting you want to set a reminder for.
 - Check the **Reminder** box.
 - Enter the amount of time before the appointment or meeting that you want the reminder to occur.
 - Click the **Save and Close** button.
-

SETTING A CALENDAR ITEM AS RECURRING

- Double click on the item you want to set as recurring.
 - Select the **Appointment → Recurrence**.
 - Select **Recurrence Pattern** option.
 - Select **Range of recurrence** as desired.
 - Click the **OK** button.
 - Click the **Save and Close** button.
-

MOVING CALENDAR ITEMS

- To move an appointment or meeting to a new time slot on the same day, point to the color bar on the left of the item and drag the item to the desired time slot.
 - To move an appointment or meeting to a new date, point to the color bar on the left of the item and drag the item to the desired date on the Date Navigator.
-

DELETING A CALENDAR ITEMS

- Select the item you want to delete.
 - Click the **Delete** button.
-

SCHEDULING A MEETING

- Click the Calendar shortcut on the Outlook Navigation Bar.
- Select **Plan a Meeting** from the Actions menu.
- Click the **Add Others** button.
- Click the **Add Others Address Book** button.

- In the **Type name or select from list** box, enter the name of the person or resource you want to invite to the meeting.
 - Click the **Required**, **Optional**, or **Resources** button to assign the person to the corresponding category.
 - Select the time when all invitees are available, or click the **AutoPick Next** button to have Outlook find the next available free time for all invitees.
 - Click the **Make Meeting** button.
 - Enter the meeting information in the following window.
 - Enter a location in the **Location** Box.
 - Click the **Send** button.
-

USING CALENDAR COLORING

Outlook 2007 enables you to color-code appointments and meetings.

- Click the **Calendar** shortcut on the **Outlook Navigation Pane**.
 - Right-click the appointment or meeting you to color.
 - Select **Categorize** from the pop-up menu.
 - Select a color from the resulting menu. To remove a color, select **None** from the resulting menu.
-

CONTACTS (Outlook 2007)

OPENING THE CONTACTS FOLDER

- Click the Contacts icon on the **Outlook Navigation Pane** to open the **Contacts** Folder.
 - Outlook 2007 allows you to view the contacts either by Address Cards, Detailed Address Cards, Phone List, By Category, By Company, By location and By Follow up Flag.
-

CREATING A CONTACT

- Select **New** from the **File** menu.
- Select **Contact** from the resulting menu.
- Enter a name for the contact
- Enter additional information for the contact, as desired.

EDITING A CONTACT

- Double click the contact in the information viewer.
 - Edit the information as desired.
 - Select the **Save** and **Close** button.
-

SENDING A NEW MESSAGE TO A CONTACT

- Select the contact(s) to whom you want to send a message.
 - Select the **Actions → Create → New Message to Contact** Command. The message window opens with the contacts e-mail address in the **To** text box.
 - Enter a subject in the **Subject** box.
 - Enter a message in the message body.
 - Click the **Send** button.
-

PRINTING CONTACT INFORMATION

- Select the **File → Print** command.
 - Select the Print style list box.
 - Select other print options as desired.
 - Select **Ok**.
-

DELETING CONTACT

- Select the Contact you want to delete.
 - Click the **Delete** button.
-

USING “FRIENDLY” NAMES

When you create a contact, you can assign a “friendly” name to the contact. This name, instead of the e-mail address, will appear in the **To** line of a message when you send a message to the contact.

- Double-click the contact you want to assign a name to.
 - In the Display As box, enter the “friendly” name.
 - Click the **Save and Close** button.
-

WORKING WITH A CONTACT

- Right-click the Contact.
 - Select an action from the pop-up menu. For example, you can choose to make an appointment with the contact, send a task for the contact, or create a journal entry for the contact.
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DISTRIBUTION LISTS

A distribution list is a collection of contacts. Use a distribution list to address messages or meeting requests, assign task requests, and to define other distribution lists.

- In **Contacts**, from the **Actions** menu, select **New Distribution List**.
- Enter a name for the list in the **Name** field.
- Click the **Select Members** button.
- Click the name of the contact you to add to the list.
- Click the **Add** button.
- Repeat steps 4 and 5 until you have selected all members you want to add to your distribution list.
- Click the **OK** button when done.
- Click the **Save and Close** button.

TASKS (Outlook 2007)

OPENING A TASK FOLDER

- Click the Tasks icon on the **Navigation Pane** (Outlook 2007) to open the **Tasks** folder.
-

CREATING A TASK

- Select **New** from the **File** menu.
 - Select **Task** from the resulting menu.
 - Enter a task name in the **Subject Box**.
 - Enter other information, as desired.
 - Click the **Recurrence** button, if desired, and select a recurrence frequency.
 - Enter a start and end dates for the task.
 - Click the **OK** button.
 - Click the **Save and Close** button.
-

EDITING A TASK

- Double click the task you want to modify and edit as desired.
 - Select **Save and Close** button.
-

MARKING A TASK COMPLETE

- To mark a task complete, click the check box to the left of the task subject.
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-

SORTING AND RECORDING TASKS

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- Open the task you want to assign.
 - Click the **Assign Task** button.
 - In the To box, enter the name of the person you want to assign the task to.
 - Enter other information as desired.
 - Check or clear the **keep and updated copy of this task on my task list** box, if desired.
 - Check or clear the **Send me a status report when this task is complete** box, if desired.
 - Click the **Send** button to send the task request.
-

DELETING A TASK

- Select the task you want to delete and click the **Delete** button.
-

CREATING A NOTE

- From the **File** menu select **New Note**.
 - Enter text in the note.
 - Click the **Close** button to close the note. Or, you can leave the note open while you work.
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USING HELP

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-

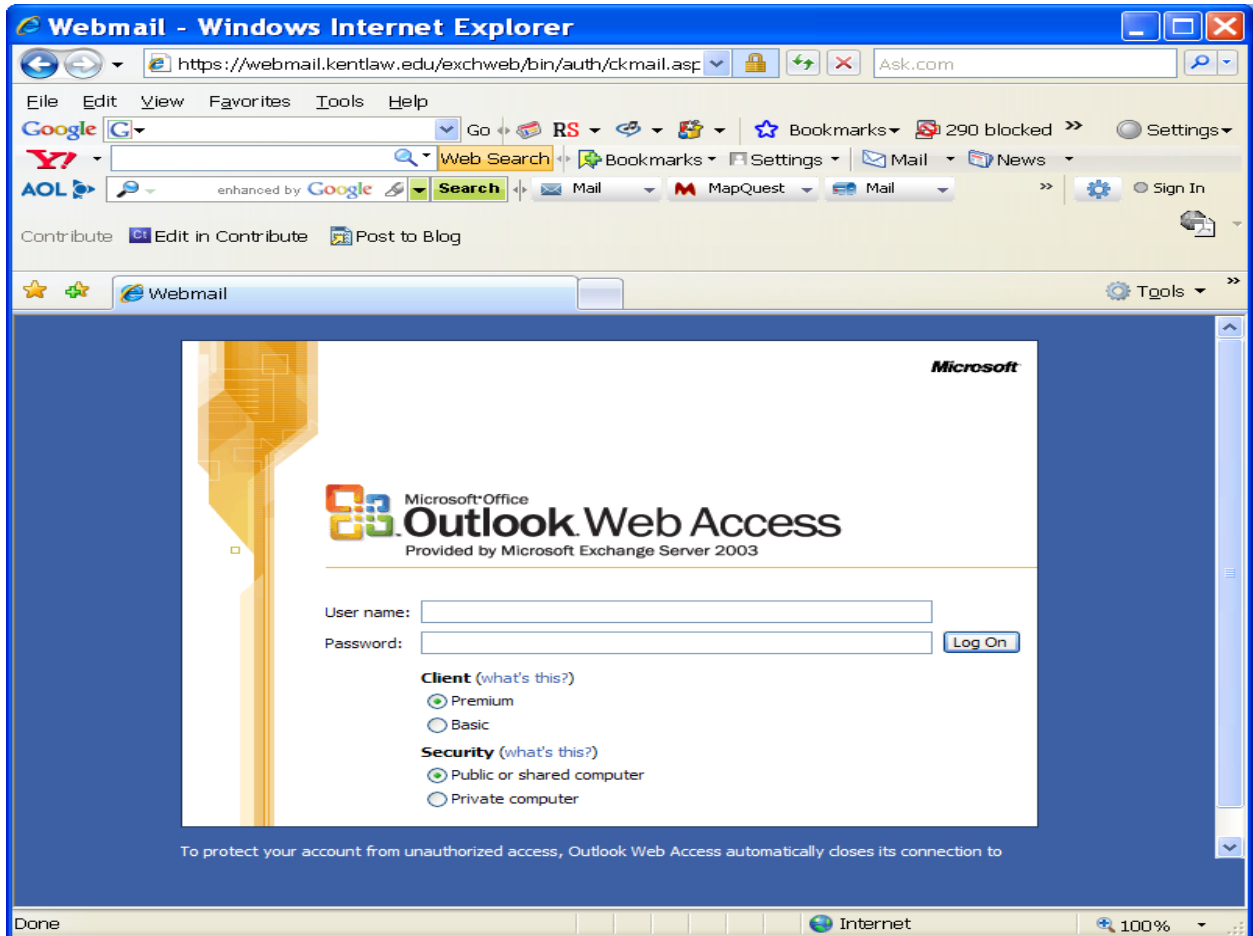
ENDING YOUR OUTLOOK 2007 SESSION

- From the File menu, select **Exit** or **Exit and Log Off**.
-

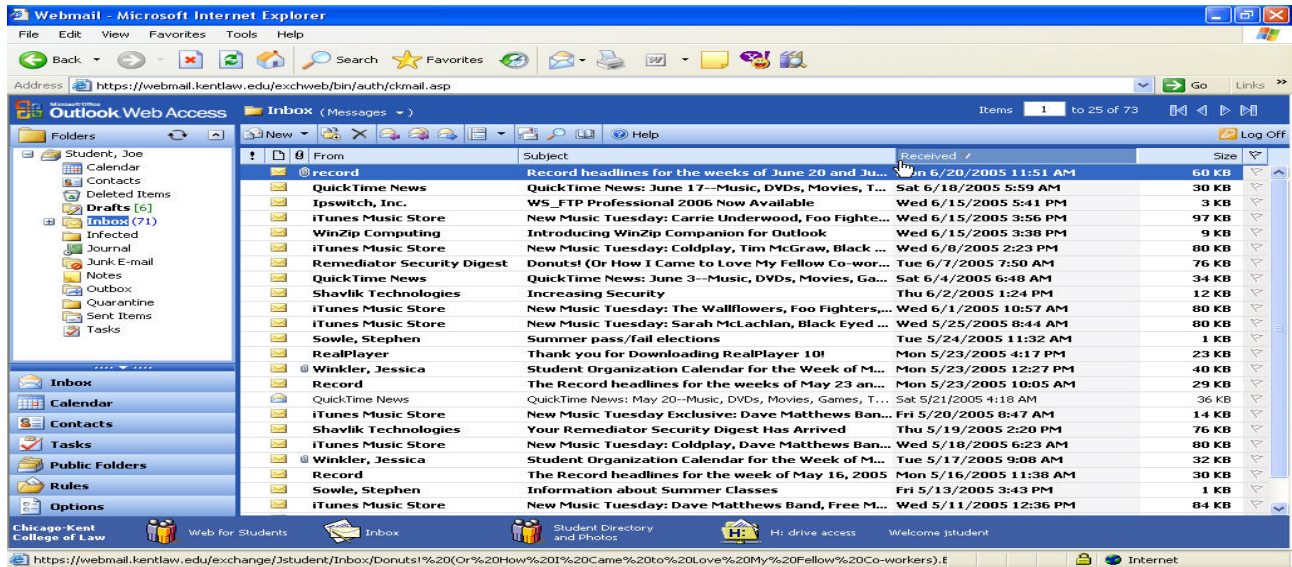
C. E-MAIL BASICS WEBMAIL

START WEBMAIL

- In your web browser type in the URL: <http://webmail.kentlaw.edu>
- You will be directed to the screen as shown below.
- Enter the username and click on the **login** link.



- **UserName field** : Type your Chicago-Kent UserName.
- **Password field** : Type your Chicago-Kent password.
- Click on the **login** button.
- For security reasons by default Public or Shared computer radio button will be selected.
- Webmail displays the Messages dialog box, which lists the messages in your current folder and allows you to create new messages.



CHECK FOR NEW MAIL



- To retrieve new incoming mail, refresh the screen by clicking on the **Refresh** button as shown at the top of the Webmail screen.

VIEW A MESSAGE

- To view a message, click on the name in the **From** column of the message that you want to view.

REPLY TO A MESSAGE



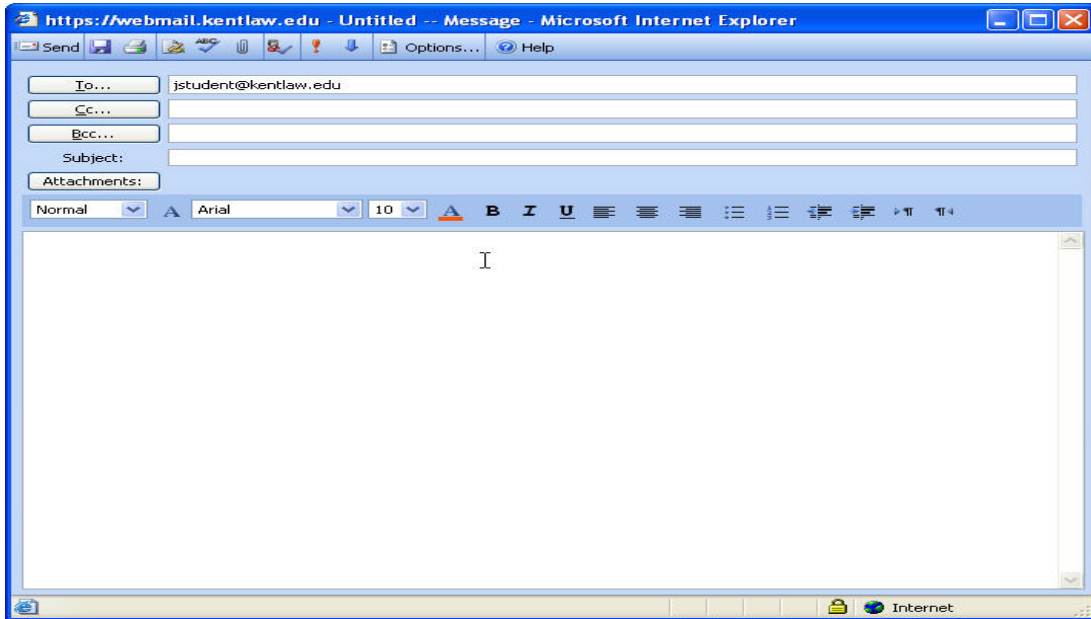
- To send a reply to the sender of a message that you are viewing, click the **Reply** button.
- To send a reply to the message sender and all of the original message recipients, click the **Reply All** button.
- Webmail redisplayes the original message in front of the original message lines and addresses the reply to the message's originator.
- If you selected Reply All, Webmail also includes the addresses of all the original recipients.
- Type your reply as you would when you create a message.


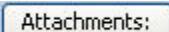
CREATE A NEW MESSAGE WITH ATTACHMENTS



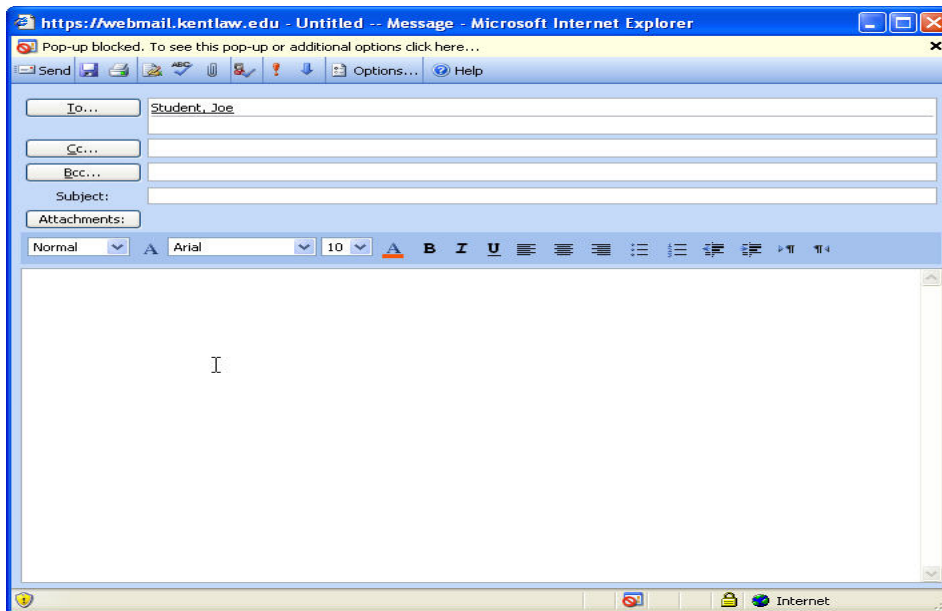
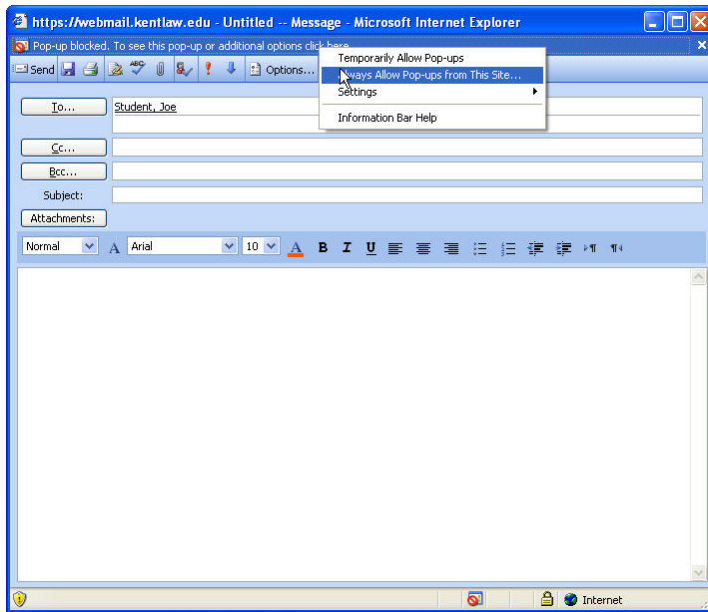
The following procedure will guide you to create a new mail message.

- Click the Compose new mail message at top of the Webmail screen. Webmail displays New Message window.

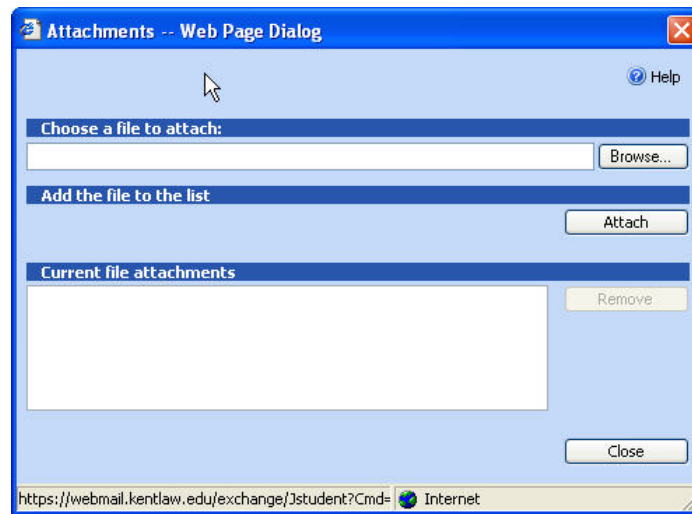


- To field** : Type the address of the recipient.
- Subject field** : Type a short description of the message.
- Below the subject box type in the message you want to send.
- To send the message, click the **Send** button at the top . Your message will be sent and saved in the Sent Items folder.
- To include an attachment along with the message click the **Attachments** index tab  be sure that any pop up blockers are disabled prior to clicking the attachments button or you will receive the following message:

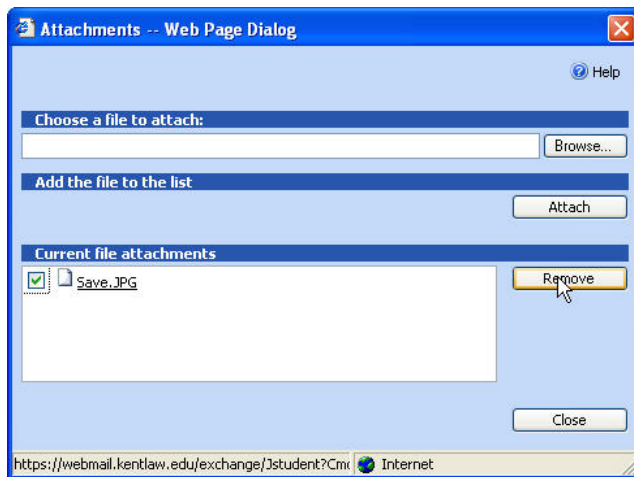
CHICAGO-KENT TECHNOLOGY GUIDE




- Webmail will display the attachment window.



- Click the **Browse** button. Select the file that you want to attach from the directory listing that appears.
- Click the **Add Attachment Now** button and Webmail adds the specified file to the list of attached files.
- Repeat this if you want to add additional attachments.
- To remove a file from this list, check the box of the file you want to remove and then click the button to the right to remove the file



- Click the **Close** button. Webmail returns to the New Message window. You can continue with the message or send the message.
- You can save a message by clicking the **Save** button . Later you can revert to the message by going to the Inbox folder and clicking on the mail that you want to continue with.

DELETE MESSAGES

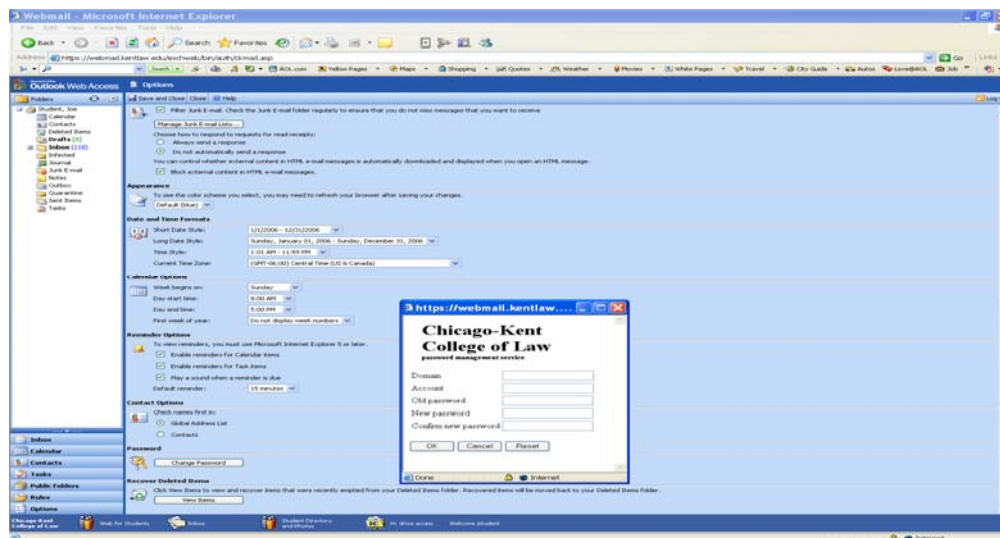


- To delete a message from the inbox folder check the box besides the message you wish to delete and then click the **Delete** button.
- The deleted mail will be in the **Deleted Items** folder.
- To delete multiple mails check all the boxes of the mail to be deleted and then click the **Delete**

button. Be sure to delete the mail from the Deleted Items folder to save e-mail server resources.

CHANGE PASSWORD

To change your existing password to a new password, go to the Webmail login screen at <http://webmail.kentlaw.edu>. Click on the “options” tab on lower left window pane. Scroll down to the option to change password. Select the option **CHANGE PASSWORD**.



- **Account field** : Type in the user name.
- **Old password field** : Type in the old password.
- **New password field** : Type in the new Password.
- **Confirm new password field** : Retype the new password.
- Click the **OK** button to activate the new settings.
- Log off immediately and then log in for the change process to complete.

END YOUR WEBMAIL SESSION



- Click the Log Off icon from Webmail's shortcut bar. Webmail will log you out and display the Webmail Log In window. From there you can use the browser to explore the World Wide Web or exit from the browser window.

D. INTERNET ADDRESSES & E-MAIL

What's My Internet Address?

Internet addresses consist of:

A user name → the name you are known by on a local network (KENTNET); and

A domain name → the name of your Internet node or location.

Your Internet address is: *username@kentlaw.edu*

The username is the name you use when you log into KENTNET.

The domain name is **kentlaw.edu**

For instance, people sending Internet E-mail to HELPDESK on KENTNET would address their messages as follows:

helpdesk@kentlaw.edu

How Do I Send Mail From Chicago-Kent to a Friend Somewhere Else?

All you need to do is type in their entire E-Mail address in the **TO:** field, including the *at* symbol (@) and the domain name. If you wanted to send a friend on AOL a message, you just type in the **TO:** field:

joeshmoe@aol.com

Then you can compose your message.

How Do I Find Out User and Domain Names for Friends Outside Chicago-Kent?

User and domain names do not conform to a "carved-in-stone" pattern. Call the other party to obtain his or her Internet Address or use facilities like People Finder or Bigfoot People Search that are available at the most popular search engines. Each domain can and often does have a different way of assigning username. GRILDOM and DGRILLO are the same person on different network systems, but each system has a different way of turning a "real" name into a username. In addition, you can find many phone books and other address services on the Internet and World Wide Web.

